

LAMPIRAN

Lampiran 1: Penilaian Prestasi Magang dari Mitra Magang (*Form Sages*)



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ASSESSMENT SHEET FOR INTERNSHIP PERFORMANCE Academic Year of 2023 / 2024

Student Name : Muhammad Yasykur Ramadhani
Student ID Number : 21110003
Supervisor (Academic) : Otje Herman Wibowo
Supervisor (Internship) : I KADEK UEL AMODAYANA
Internship Partner : Courtyard by Marriott
Location : Seminyak, Bali
Position/Field of Work : Inter Trainee

No.	Assessment Aspect	Weight (B)	Score (N) (0 - 100)	Weighted (B x N)
1.	Discipline:			
	1) Punctuality	5	95	475
	2) Work Attitude/Behavior	5	90	450
	3) Work Responsibility	5	90	450
	4) Presence	5	90	450
	5) Neatness and Personal Hygiene	5	90	450
2.	Performance:			
	1) Understanding of Work Materials	5	90	450
	2) Work Ability	10	90	900
	3) Work Skills	10	95	950
	4) Quality of Work	10	95	950
	5) Work Efficiency	10	95	950
	6) Results of Work (Contribution)	10	95	950
3.	Adaptability:			
	1) Communication Skills	5	85	425
	2) Ability to Cooperate	5	90	450
	3) Ability to Initiate	5	90	450
	4) Work Motivation and Spirit	5	95	475
Total		100 %	95	9225
$\text{Final Score} = \frac{\text{Weighted Total (B x N)}}{\text{Weight Total}}$ $\text{Final Score} = \frac{9225}{100} = 92,25$				

Bali, 26 Januari 2024
Supervisor (Internship),

Lampiran 2: Penilaian Prestasi Magang dari Mitra Magang (*Form Mitra*)

marriottinternship		Intern Performance Appraisal Form	Marriott INTERNATIONAL	HOTEL INTERNSHIP PROGRAM
Intern's Name: Muhammad Yasykur Ramadhani		Department/Section: Culinary		
Job Title: Intern		Date:		
Supervisor's Name:				
Review Period: 26 July 2023 - 25 January 2024				
COMPETENCY SUCCESS RATINGS				
Competency	Rating 40 – Key Contributor (K) 30 – Strong Performer (SP) 20 – Solid Performer (P) 10 – Sub-performer (U)	Supporting Comments		
1. Technical Expertise ➤ Knows and understands the nature, details, and demands of the job. ➤ Performs all technical / procedural requirements of the job. ➤ Willing to further learn and improve on the job.	35	Always improve every day!		
2. Focusing on Customers ➤ Pleasant, courteous, cordial relations with guests and other associates. ➤ Actively listens and asks questions of customers to assess the level of satisfaction with the service being provided. ➤ Proactively demonstrates hospitality, good manners, and right conduct in all customer interactions. ➤ Follow through on customer inquiries, requests, and complaints.	35	He proactively talk to the guest while change. outstanding perform		
3. Promoting Teamwork and Relationships ➤ Works well and maintains pleasant relationship with associates and superiors. ➤ Deals with conflict objectively. ➤ Responsive and takes part in group effort. ➤ Willing to assist or offer services. ➤ Cooperates and works well with other departments.	35	Always support in every event well done!		
4. Accomplishing Work (Quality & Quantity) ➤ Meets output requirements of the job. ➤ Work done is accurate and thorough. ➤ Tries new approaches to overcome obstacles or to accomplish challenging objectives. ➤ Takes on additional work positively. ➤ Comes to work on time every time. ➤ Promotes safety and protects company assets.	30	All good, in line, on standart our operation!		
5. Dealing with Change ➤ Seeks understanding of new procedures or methods resulting from change. ➤ Shows willingness to learn new methods, procedures, techniques, or systems resulting from departmental change. ➤ Adaptable and takes action to make changes work. ➤ Sees change as an opportunity rather than a problem. ➤ Submits ideas for improvement.	30	Willing to learn something new! Good job!		
6. Communicating Openly ➤ Asks questions as necessary to clarify the message. ➤ Openly and accurately reports errors, mistakes, and unintended outcomes without rationalizing them. ➤ Actively listens and responds to fellow associates. ➤ Shares relevant information in a timely manner. ➤ Participates in group discussions / meetings.	28	Still shy to ask something, but Good listener!		
7. Responsibility & Dependability ➤ Completes tasks, able to work without detailed supervision. ➤ Resourceful and reliable. ➤ Demonstrates empowerment.	28	All good, but still need supervise!		

OVERALL PERFORMANCE RATING

At the end of the performance period, enter the key competencies average.

Key Competencies Average:

Add 7 Key Competencies points and divide by 7

221 / 7

Round:

36.67 - 40.00 = K
27.17 - 36.66 = SP
17.67 - 27.16 = P
10.00 - 17.67 = U

Overall Rating:

31.5 (SP)

OVERALL PERFORMANCE RATING

Supervisor's Comments:

Yasur is outstanding trainee in guest engagement, you always engage your guest actively. Thank you for trainee in CY Seminyak, something big will coming, prepare your self! Good luck for your future Yasur! Gracias!

Department Head's Comments:

Yasur is talented person, he showed his passion and willing to learn and improve his skill and knowledge as a Chef, I wish him very best in the future.

Intern's Signature / Date


Yasur 09/12/20

Supervisor's Signature / Date


Rizal 27/2.

Department Head's Signature / Date


Rizal 29/12/20

Additional level of approval for an overall performance rating of "K" (Key Contributor)

Signature / Date

Human Resources Leader's Signature / Date

Lampiran 3: Sertifikat Magang

		
Marriott International		
takes great pleasure in awarding this certificate to		
Muhammad Yasykur Ramadhani		
in recognition of successful completion of		
marriotternship		
Director of Human Resources  Kemaryani Andm	at	Culinary Department
Christopher Smith General Manager 		Courtyard by Marriott Bali Seminyak Resort
	from	26 July 2023
	to	25 January 2024

Lampiran 4: Jurnal Kegiatan Magang Harian (*Log Book*)



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JURNAL KEGIATAN HARIAN (*LOGBOOK*)

Nama Mahasiswa/i : Muhammad Yasykur Ramadhani
 NIM : 21110003
 Dosen Pembimbing : Otje Herman Wibowo., S.E., M.Par
 Mitra Magang : Courtyard by Marriott
 Lokasi Magang : Seminyak, Bali
 Posisi/Bidang Kerja : Culinary Department

No.	Hari/Tanggal	Aktivitas Kegiatan	Lokasi Kegiatan	Paraf PL
1.	26 Juli 2023	- Orientation	Courtyard by Marriott	
2.	27 Juli – 06 Agustus 2023	- Set up Asian Section - Thowing Drum stick, Ayam Bandung, Sate ayam, Mic. - Grill Sate Ayam, Sunny side up untuk nasi dan mie goreng - Kerupuk, Emping, Koya - Double check + Refill - Menyiapkan Piring + daun untuk pesanan - Menggoreng lumpia dan samosa - Menyiapkan sate, telur, kerupuk bawang untuk mie dan nasi goreng - Membuat pesanan soto ayam beserta kondimennya - Stock soto ayam, bihun, <i>cabbage</i>, ayam suwir, telur rebus, koya, krupuk, nasi, sambal soto, - Prepare bahan - Daun - Sambal bajak - Acar - Drum stick - Mie - Mempersikan pasta untuk <i>western</i> - <i>Closing</i> - <i>Double-check</i> barang di <i>under counter chiller</i> + <i>refill</i>	Hot Kitchen , Ala Carte (Seminyak Kitchen)	



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3.	07 Agustus – 28 Oktober 2023	- Set up omelette section - saus tomat, saus sambal, kecap manis, kecap asin, brown sauce, Tabasco, Mustard. - Minyak - Egg wash - Condiments omelette - Spinach - Capsicum - Leek - Tomato - Onion - Mushroom - Beef sausage - Chicken sausage - Cheese - Cook mix vegetables omelette - Cook Sunny side up - Menyapa dan berbincang kepada tamu - Taking order for omelette - Refill condiments omelette - Support western section - Grill bacon - Beef sausage - Chicken sausage - Egg benedict - Clear up omelette section - Double-check omelette and western section ingredients. - Prepare ingredients for omelette and western section - Omelette section - Mushroom slice - Spinach slice - Leek slice - Tomato dice - Capsicum dice - Onion dice - Beef sausage dice - Chicken sausage dice - Grated cheddar cheese - Egg wash - Western Section - Layering Bacon - Egg benedict bun - Membereskan dan menata vegetable chiller - Membereskan dan menata Freezer - Support event banquet - Preparation - Layering Squid Jimbaran skewer	Hot Kitchen, Omelette Section (Breakfast)	
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		- Layering chicken skewer - Layering pork skewer - Layering fish Jimbaran - Layering Shrimp Jimbaran - Sambal matah - Sambal bajak - Sambal kecap - Saus kacang - Acar - Babi guling station - Pork belly station - Grill Station - Mini steak - Mini burger - Pork loin - Chicken wrap bacon - Pork skewer - Eggplant skewer - Mushroom skewer - Jagung bakar - Clear-up event		
4.	29 Oktober 2023 – 13 Januari 2024	- Set up noodle section - Noodle condiment - Egg noodle - Vermicelli - Kwetiau - Bok choy - Chinese cabbage - Shimeji mushroom - Shitake mushroom - Ear mushroom - Leek julienne - Carrot julienne - Baby corn slice - Fish meatball - Chicken meatball - Beef meatball - Tofu - Garlic crushed - Sesame seed - Fresh cut chilli - Sesame oil - Chilli oil - Soy sauce - Vinegar - Taking noodle order - Menyapa dan berbincang dengan tamu - Support indian section - Paratha	Hot Kitchen, Noodle Section (Breakfast)	



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		- Nun bread - Vegetable uthappam - Re-heat and re-fill Indian food - Clear-up noodle section - Preparation - Noodle condiment - Beef breakfast - Chicken breakfast - Menggoreng kerupuk - Menggoreng pangsit - menggoreng won ton - Memotong daun pisang untuk set-up buffet - sayur nasi goreng - Cabbage, carrot, caisin - Menempatkan stock - Vacuum sauce untuk Asian section breakfast - Vacuum product untuk Indian section breakfast - Membereskan dan menata vegetable chiller - Membereskan dan menata Freezer - Support event banquet - Preparation - Layering Squid Jimbaran skewer - Layering chicken skewer - Layering pork skewer - Layering fish Jimbaran - Layering Shrimp Jimbaran - Sambal matah - Sambal bajak - Sambal kecap - Saus kacang - Acar - Babi guling station - Pork belly station - Grill Station - Mini steak - Mini burger - Pork loin - Chicken wrap bacon - Pork skewer - Eggplant skewer - Mushroom skewer - Jagung bakar - Clear-up event		
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5	14 Januari 2024 - 25 Januari 2024	- Double-check and re-fill barang Asian - Double-check and re-fill barang Western - Taking order western section - Pizza - Margherita pizza - Beef pepperoni pizza - Mushroom and spinach pizza - Spicy chicken BBQ pizza - Loaded nachos bowl - Buffalo grilled chicken panini - Pool bar cheese burger - Junior burger - Roasted beef wrap - Chicken wrap - Cheese on toast - Ciabatta brisket - Taking order frying section - French fries - Potato wedges - Chicken karage - Salt and chilli squid - Cheese pillow - Vegetable samosa - Lumpia - Taking order asian section - Nasi goreng seminyak - Mie goreng seminyak - Nasi goreng alid - Mie goreng alid - Sate bali asli - Taking order salad section - Caesar salad - Chicken Caesar salad - Pear and brie cheese salad - Preparation - Western section - memotong burger bun - memotong ciabatta - memotong sour dough	Hot Kitchen, Ala Carte (Pool Bar Seminyak Kitchen)	
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	- membuat <i>tomato salsa</i> - membuat <i>guacamole</i> - membuat <i>lar-tar dressing</i> - membuat <i>cheese sauce</i> - <i>Grated parmesan cheese</i> - <i>Grated mozzarella cheese</i> - <i>Asian section</i> - memasak nasi untuk nasi goreng - mempersiapkan mie - mempersiapkan sate ayam - membuat saus kacang - membuat basting sate ayam - membuat <i>chicken dice</i> - mempersiapkan <i>chicken dice</i> - memotong sayuran <i>Asian</i> - <i>Chilli slice</i> - <i>Leek slice</i> - <i>Cabbage slice</i> - <i>Caisin slice</i> - <i>Carrot julienne</i> - membuat <i>egg wash</i> - membuat <i>Garlic oil</i> - <i>Re-fill seasoning</i> - Membersihkan dan merapihkan <i>Chiller</i> - Membersihkan dan merapihkan <i>Freezer</i> - <i>Clear-up Pool Bar Seminyak Kitchen</i> - <i>Support event banquet</i> - <i>Grill Station</i> - <i>Mini steak</i> - <i>Mini burger</i> - <i>Pork loin</i> - <i>Chicken wrap bacon</i> - <i>Pork skewer</i> - <i>Eggplant skewer</i> - <i>Mushroom skewer</i> - Jagung bakar - <i>Clear-up event</i>		
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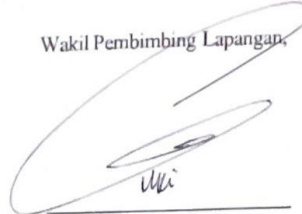
Keterangan:

PL = Pembimbing Lapangan pada Mitra Magang

Mengetahui:
Pembimbing Lapangan,


DONALD HUTABANGKIT
Executive Chef

Wakil Pembimbing Lapangan,


Uli

Pemagang,

MUHAMMAD YASKUR RAMADHANI

NIM: 211110003

Lampiran 5: Dokumentasi Produk yang Pernah Dibuat



