

## LAMPIRAN

### Lampiran 1 Penilaian Prestasi Magang dari Mitra Magang Form Mitra

**FELICIA HALIM**  
The Sages Institute, Surabaya

**INTERNSHIP**  
Evaluation

**JOB KNOWLEDGE 4**  
(Understanding all aspects of work, facilities and equipment, operational skills, work procedures, policies, procedures)

**QUALITY OF WORK 4**  
Data being given on time and at acceptable accuracy  
Completion of task of job duties and other work quality requirement

**BUILDING COLLABORATIVE RELATIONSHIPS 2**  
The ability to develop, improve, and strengthen relationships with others inside or outside the organization by assistance and support

**MOTIVATION, RESPONSIBILITY & LOYALTY 3**  
Enthusiasm toward job and effort to acquire information to perform duties & ability to enhance commitment to work

**INITIATIVE & CREATIVITY 3**  
Identifying work areas to be done and doing creative things, ideas, or better the education requires it, providing innovative solutions to current challenges

**TEAM WORK 4**  
Providing assistance information or other support to others to build or maintain relationships

**TEAMWORK & RESILIENCE 3**  
The ability to accept or tolerate criticism and continue to work on projects assignments in the face of obstacles and difficulties

**CUSTOMER ORIENTATION 2**  
The ability to demonstrate concern for satisfying one's customer and/or internal customers

**PERSONAL APPEARANCE 3**  
Proper grooming and professional appearance to gain positive impression and also respect in the workplace and presentation at all times

**PERSONAL CREDIBILITY 3**  
Demonstrated concern that one be perceived as trustworthy, reliable and trustworthy

**ATTENDANCE & PUNCTUALITY 3**  
Completes the assigned work on time and arrives punctual Regularly and punctually to be on the job

**FLEXIBILITY 3**  
Overcomes to different and new ways of doing things, willingness to modify one's preferred way of doing things

**REMARKS :**

| Does not meet Expectation                                                                                                                                                                                          | Partially Meet Expectation | Fully Meet Expectation | Exceed Expectation | Exceptional |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|------------------------|--------------------|-------------|
| 1                                                                                                                                                                                                                  | 2                          | 3                      | 4                  | 5           |
| <b>SCORE = TOTAL GRADE : 12</b><br><b>3,08</b>                                                                                                                                                                     |                            |                        |                    |             |
| <b>With detail :</b><br>10 Days of Sick<br>0 Days of other Absent                                                                                                                                                  |                            |                        |                    |             |
| <b>OTHER COMMENT :</b><br>In terms of job knowledge and quality of work, Felicia has shown her best. Things that need to be improved are learn to accept suggestions and critics and please be open with the team. |                            |                        |                    |             |

**Trainee**



**Department Head**

**Supervisor**



**Learning & Development**

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Lampiran 2 Sertifikat Magang



Lampiran 3 Penilaian Prestasi Magang dari Mitra Magang Form Sages



**LEMBAR MONITORING DAN EVALUASI  
PRESTASI KINERJA MAGANG  
Tahun Akademik 2022 / 2023**

Nama Mahasiswa(i) : Felicia Halim  
NIM : 20110009  
Program Studi : D3 Seni Kuliner  
Dosen Pembimbing Magang : Otje Herman Wibowo, S.E., M.Par.  
Pembimbing Lapangan : Imam Latif  
Mitra Magang : DoubleTree by Hilton Surabaya  
Lokasi Magang : Jl. Tunjungan no.12 Surabaya  
Posisi/Bidang Kerja : Pastry / Trainee

| No.                                                                                         | Aspek yang Dinilai                                                                                                                                                 | Bobot (B)                       | Nilai (N)<br>(0 – 100)           | Jumlah<br>(B x N)                      |
|---------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|----------------------------------|----------------------------------------|
| 1.                                                                                          | Kedisiplinan:<br>1) Ketepatan Waktu<br>2) Sikap Kerja/ Tingkah Laku<br>3) Tanggung Jawab Terhadap Tugas<br>4) Kehadiran<br>5) Kerapian dan Kebersihan Diri         | 5<br>5<br>5<br>5<br>5           | 95<br>95<br>95<br>90<br>90       | 475<br>475<br>475<br>450<br>450        |
| 2.                                                                                          | Kinerja:<br>1) Pemahaman Materi Kerja<br>2) Kemampuan Kerja<br>3) Keterampilan Kerja<br>4) Kualitas Kerja<br>5) Efisiensi Kerja<br>6) Hasil Pekerjaan (Kontribusi) | 5<br>10<br>10<br>10<br>10<br>10 | 95<br>95<br>90<br>90<br>95<br>90 | 475<br>950<br>900<br>900<br>950<br>900 |
| 3.                                                                                          | Kemampuan Beradaptasi:<br>1) Kemampuan Berkomunikasi<br>2) Kemampuan Bekerja Sama<br>3) Kemampuan Inisiatif/ Kerajinan<br>4) Motivasi dan Semangat Kerja           | 5<br>5<br>5<br>5                | 90<br>90<br>95<br>95             | 450<br>450<br>475<br>475               |
| <b>Jumlah</b>                                                                               |                                                                                                                                                                    | <b>100 %</b>                    |                                  | <b>9250</b>                            |
| Nilai akhir = $\frac{\text{Nilai akhir (B x n)}}{\text{Nilai bobot}}$<br>$\frac{9250}{100}$ |                                                                                                                                                                    |                                 |                                  |                                        |
| Catatan: "Keep being optimistic and think positive in your life"                            |                                                                                                                                                                    |                                 |                                  |                                        |

Surabaya, 23 January 2023

Pembimbing Lapangan,

  
Imam Latif