

Industrial Training
PERFORMANCE APPRAISAL FORM (PAF)
 Institutes of Hotel Management & Catering Technology

Name of Student: _____	NCHM&CT Roll No: _____
Institute: IHM, _____	Duration: 4 weeks (24 working days)
Name of the Hotel: _____	From: _____ To: _____
Department: F&BS / FP / HK / FO	

Appearance

Immaculate Appearance, Spotless uniform, Well groomed hair, Clean nails & hands	5
Smart Appearance, Crisp uniform, Acceptable hair, Clean nails and hands	4
Well Presented, Clean Uniform, Acceptable hair, Clean nails & hands	3
Untidy hair, Creased ill kept uniform, Hands not clean at times	2
Dirty / dishevelled, Long / unkempt hair, Dirty hands & long nails	1

Punctuality / Attendance (_____ days present out of 30 days)

On time, Well Prepared, Ready to commence task, Attendance Excellent	100%	5
On time, Lacks some preparation but copes well, Attendance Very good	90%	4
On time, Some disorganized aspects-just copes, Attendance Regular	80%	3
Occasionally late, Disorganized approach, Attendance irregular	60%	2
Frequently late, Not prepared, Frequently absent without excuse	50%	1

Ability to Communicate (Written / Oral)

Very confident, demonstrates outstanding confidence & ability both spoken/written	5
Confident, Delivers information	4
Communicates adequately, but lacks depth and confidence	3
Hesitant, lacks confidence in spoken / written communication	2
Very inanimate, unable to express in spoken or written work	1

Attitude to Colleagues / Customers

Wins / retains highest regard from colleagues has an outstanding rapport with clients	5
Polite, considerate and firm, well liked.	4
Gets on well with most colleagues, Handles customers well	3
Slow to mix, weak manners, is distant has insensitive approach to customers	2
Does not mix, relate well with colleagues & customers	1

Attitude to Supervision

Welcomes criticism, Acts on it, very co-operative	5
Readily accepts criticism and is noticeably willing to assist others	4
Accepts criticism, but does not necessarily act on it.	3
Takes criticism very personally, broods on it	2
Persistently disregards criticism and goes own way.	1



Initiative / Motivation

Very effective in analyzing situation and resourceful in solving problems	Demonstrates ambition to achieve progressively.	5
Shows ready appreciation and willingness to tackle problems	Positively seeks to improve knowledge and performance	4
Usually grasps points correctly.	Shows interest in all work undertaken	3
Slow on the uptake.	Is interested only in areas of work preferred	2
Rarely grasps points correctly.	Lacks drive and commitment	1

Reliability / Comprehension

Is totally trust worthy in any working situation?		5
Understands in detail, why and how the job is done.		
Can be depended upon to identify work requirements and willing to complete them	Readily appreciates, how and why the job is done	4
Gets on with the job in hand. Comprehends, but doesn't fully understand work in hand		3
Cannot be relied upon to work without supervision.		2
Comprehends only after constant explanation.		
Requires constant supervision. Lacks any comprehension of the application		1

Responsibility

Actively seeks responsibility at all times.		5
Very willing to accept responsibility.		4
Accepts responsibility as it comes.		3
Inclined to refer matters upwards rather than make own decision.		2
Avoids taking responsibility.		1

Quality of Work

Exceptionally accurate in work, very thorough usually unaided		5
Maintains a high standard of quality		4
Generally good quality with some assistance.		3
Performance is uneven.		2
Inaccurate and slow at work		1

Quantity of work

Outstanding in output of work.		5
Gets through a great deal.		4
Output satisfactory.		3
Does rather less than expected.		2
Output regularly insufficient		1

Total _____ 50

Stipend Paid: Rs. _____ per month.

Name of Appraiser: _____ Signature: _____

Designation of Appraiser: _____ Date: _____

Signature of Student: _____ Date: _____