



**ICCT COLLEGES FOUNDATION, INC**

V.V Soliven Avenue, Cainta, Rizal  
www.icct.edu.ph

**BSHRM PRACTICUM (SIP) PERFORMANCE EVALUATION FORM**

Name (LN, FN, MN):	Student ID No.:	Academic Period: [ ] 1 <sup>st</sup> Trimester [ ] 2 <sup>nd</sup> Trimester [ ] 3 <sup>rd</sup> Trimester	Academic Year:
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**HOST TRAINING ESTABLISHMENT / ORGANIZATION / COMPANY**

Company / Organization Name:		Address:		
Mentor / Supervisor:	Designation:	Contact Number:	SIP Date Started:	SIP Date Ended:

**HOTEL & RESTAURANT SERVICES (Pls check appropriate OJT course)**

[ ]	<b>PRACTICUM</b>	AREA 1: <b>Housekeeping Services</b>	100 Hours
[ ]	<b>PRACTICUM</b>	AREA 2: <b>Food &amp; Beverages Operations</b>	200 Hours
[ ]	<b>PRACTICUM</b>	AREA 3: <b>Front Office Operations</b>	200 Hours

FACTOR	1	2	3	4	5
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**PLANNING**

<ul style="list-style-type: none"> <li>▪ Pre-plans work, Prepare feasible time and works schedule</li> </ul>					
<ul style="list-style-type: none"> <li>▪ Aware of work assignments and reports to work area of time</li> </ul>					

**ORGANIZING**

<ul style="list-style-type: none"> <li>▪ Sets up work area quickly so that tasks may be accomplished efficiently.</li> </ul>					
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**DIRECTING AND ACTUATING**

<ul style="list-style-type: none"> <li>▪ Accepts responsibilities willingly</li> </ul>					
<ul style="list-style-type: none"> <li>▪ Asks questions when not sure.</li> </ul>					
<ul style="list-style-type: none"> <li>▪ Makes suggestions and contributes ideas</li> </ul>					
<ul style="list-style-type: none"> <li>▪ Displays effectiveness and remains calm under pressure</li> </ul>					
<ul style="list-style-type: none"> <li>▪ Has self confidence.</li> </ul>					
<ul style="list-style-type: none"> <li>▪ Cooperates with fellow students.</li> </ul>					
<ul style="list-style-type: none"> <li>▪ Follows through and completes work assignments.</li> </ul>					
<ul style="list-style-type: none"> <li>○ Provides leadership &amp; guidance</li> </ul>					
<ul style="list-style-type: none"> <li>○ Gives clear and concise directions</li> </ul>					
<ul style="list-style-type: none"> <li>○ Makes valid decisions justifies and defends them</li> </ul>					
<ul style="list-style-type: none"> <li>○ Evaluates methods and product critically</li> </ul>					
<ul style="list-style-type: none"> <li>○ Has initiative in solving problems</li> </ul>					

**WORK HABIT**

<ul style="list-style-type: none"> <li>▪ Follows instructions carefully &amp; correctly</li> </ul>					
<ul style="list-style-type: none"> <li>▪ Makes accurate measurement</li> </ul>					
<ul style="list-style-type: none"> <li>▪ Applies principles of time &amp; motion economy</li> </ul>					
<ul style="list-style-type: none"> <li>▪ Keeps work area/s neat &amp; clean</li> </ul>					
<ul style="list-style-type: none"> <li>▪ Uses proper techniques in handling food and non-food</li> </ul>					
<ul style="list-style-type: none"> <li>▪ Practices proper sanitation, safety etc.</li> </ul>					

**USE AND CARE OF ALL EQUIPMENTS**

<ul style="list-style-type: none"> <li>▪ Uses equipment properly and efficiently</li> </ul>					
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**PERSONAL APPEARANCE**

<ul style="list-style-type: none"> <li>▪ Is well-groomed and clean looking.</li> </ul>					
<ul style="list-style-type: none"> <li>▪ Wears appropriate uniform, shoes, hairnet, and clothes.</li> </ul>					

How well do you think this student is suited for the type of work that he/she performed during the internship? <input type="checkbox"/> Very well suited <input type="checkbox"/> Quite well suited <input type="checkbox"/> Moderately suited <input type="checkbox"/> Somewhat well suited <input type="checkbox"/> Not well suited	If you were in the position to do so, would you hire him/her for employment? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure
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<b>Legend</b>		Work Assignment:
5      Outstanding      90 – 100		
4      Very Satisfactory      80 – 89		
3      Satisfactory      70 – 79		
2      Fair      60 – 69		
1      Poor      50 – 59		
		Evaluated by:
		_____
		(Signature Over Printed Name)      _____ (Date)

**IMPORTANT:** Kindly entrust to the bearer in a **SEALED** envelope. Inadmissible if **NOT PLACE** in a **SEALED** envelope.