



ICCT COLLEGES FOUNDATION, INC

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

BSHRM PRACTICUM PERFORMANCE EVALUATION FORM

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

Company / Organization Name:	Address:	
Mentor / Supervisor:	Designation:	Contact Number:

HOTEL & RESTAURANT SERVICES (Please check appropriate OJT course)

[]	PRACTICUM	AREA 1: Housekeeping Services	100 Hours
[]	PRACTICUM	AREA 2: Food & Beverages Operations	200 Hours
[]	PRACTICUM	AREA 3: Front Office Operations	200 Hours

FACTOR	1	2	3	4	5
PLANNING					
▪ Pre-plans work, Prepare feasible time and works schedule					
▪ Aware of work assignments and reports to work area of time					
ORGANIZING					
▪ Sets up work area quickly so that tasks may be accomplished efficiently.					
DIRECTING AND ACTUATING					
▪ Accepts responsibilities willingly					
▪ Asks questions when not sure.					
▪ Makes suggestions and contributes ideas					
▪ Displays effectiveness and remains calm under pressure					
▪ Has self confidence.					
▪ Cooperates with fellow students.					
▪ Follows through and completes work assignments.					
○ Provides leadership & guidance					
○ Gives clear and concise directions					
○ Makes valid decisions justifies and defends them					
○ Evaluates methods and product critically					
○ Has initiative in solving problems					
WORK HABIT					
▪ Follows instructions carefully & correctly					
▪ Makes accurate measurement					
▪ Applies principles of time & motion economy					
▪ Keeps work area/s neat & clean					
▪ Uses proper techniques in handling food and non-food					
▪ Practices proper sanitation, safety etc.					
USE AND CARE OF ALL EQUIPMENTS					
▪ Uses equipment properly and efficiently					
PERSONAL APPEARANCE					
▪ Is well-groomed and clean looking.					
▪ Wears appropriate uniform, shoes, hairnet, and clothes.					

How well do you think this student is suited for the type of work that he/she performed during the internship?

[] Very well suited [] Quite well suited [] Moderately suited
[] Somewhat well suited [] Not well suited

If you were in the position to do so, would you hire him/her for employment?

[] Yes [] No
[] Not sure

Legend	Outstanding	Very Satisfactory	Satisfactory	Fair	Poor	Work Assignment:	Inclusive of Dates:						
						90 – 100	80 – 89	70 – 79	60 – 69	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.