



INDIVIDUAL PERFORMANCE MANAGEMENT **IPM EVALUATION**

OTIATO NASHON POLO

IPM:

Core Employee

EMPLOYEE ID: msc150966 SHIP: MSC Sinfonia
SIGN IN: 30/04/2023
SIGN OUT:
DUTY: Pool Attendant

STARTING DATE: 20/08/2023
COMPLETION DATE: 30/08/2023
TYPE: Forced
REASON: Employee sign-out berfore
SOFT SKILL EV.: Ahmed Shabbir, MSC VESSELS , msc125181
TECHNICAL SKILL EV.: Ahmed Shabbir, MSC VESSELS , msc125181
APPROVER: Rolly De Leon Lopez

U Unsatisfactory D Does Not Meet Expectations M Meets Expectations E Exceeds Expectations O Outstanding

N	COMPETENCY	SKILL	IPM
1	Passion	Always shows passion for his/her job, works with enthusiasm and strives to overcome obstacles	E
2	Continuous Evolution	Uses his/her professional skills, is open to change and participates in the implementation of innovations to support the Company's growth	M
3	Care For People	Respects all MSC Guests and colleagues regardless of gender, nationality, culture, religious belief or sexual orientation	E
4	Family Company	Shows a sense of ownership and is pro-active in all tasks. Creates a sense of family belonging for all MSC colleagues	E
5	Equal Opportunity	Is attentive and receptive, quick to learn new tasks and shows willingness to grow. Is curious and eager to learn and understand all MSC Guests and colleagues cultures	E
6	Professional Excellence	Always displays a grooming in line with our standard procedure, smiles and greets both Guests and Crew	M
7	Professional Excellence	Understands the needs and exceeds the expectations of Guests, colleagues, and third parties, taking full responsibility for their ultimate satisfaction	E
8	Professional Excellence	Facilitates working together as a team, regardless of position or department	E
9	Professional Excellence	Ensures that service material and goods are properly used and maintained to minimize wastage	M
10	Professional Excellence	Possesses good knowledge and the proper technical skills to perform his/her activities in an efficient way	M



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INTERNAL COMMENTS

SE Ahmed Shabbir, MSC VESSELS , msc125181

Polo lives the company values and shows his excellent passion and professional skills at his work place, he took the ownership and pro active to perform his job, he a good learner.

TE Ahmed Shabbir, MSC VESSELS , msc125181

Polo always smiles and greet to our guest and crew member, he work in as a team and shows his professional skills, he a good attitude and never say no at his work.

AP Rolly De Leon Lopez

Mr.Polo did an excellent job during his probation period. Have a very positive attitude towards the job, Always showed passion for his job, works with enthusiasm and strives to do the best in every task given to him. Have the ownership mindset, pro-active in all tasks and taking care the company property, values and reputation.He is attentive and receptive, quick to learn new tasks and shows willingness to grow. Is curious and eager to learn and understand all the company culture. Customer service oriented, always take an extra-mile to provide guest service satisfaction. Very respectful and cooperative to his colleagues and supervisor. It is a honor working with him, i would like to have him always on my team and i wish to work with him again in the future.

COMMENTS FOR EMPLOYEE

SE Polo perform excellent at his work place, as he is a new comer in the company and curious to learn the company vales and to live with it, he give his best to serve our guest and colleagues for better guest satisfaction.

TE Polo shows his excellent work performance and give his best without supervision of supervisor he perform his duty and took the ownership. he is good learner and eager to grow his career within the department .

AP Comment for employee not yet inserted

EMPLOYEE COMMENTS

The employee has not made a comment

NOTE

Rolly Lopez

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Standard Procedures Manual ©

RECORDED PERFORMANCE FEEDBACK LOG (RPF)

11.07.02 ANNEX A

Adapted by Crew Management Crew Development	Original version by MSC F&B Division Mautone/Henezi	Approved by VP, Crew Management	Authorized by President & MD, MSC CM	For use on MSC Cruise Fleet	Original File Dec. 11, 2018	Last Revision Jan 1, 2020	Revision No 1	Page 1 of 1
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Crew member Name	Position	External ID
Nashon Polo Otiato	Pool Boy	150966

Reason Code	Date	Topic	Manager's Name, Position and Signature	Employee Signature
P	05 Jul 2023	Mr.Nashon Polo Otiato, shows excellent work performance on his daily job, he never say no to any work given to him.	 Shabbir Ahmed Asst HKMgr	 Nashon Polo Otiato Pool Boy
				Rolly Lopez Housekeeping Manager

Reason Codes:

- P – Positive recognition / Verbal or written thank comment from superiors or guests
- S – Service incompliance / Guest complaints / Standard incompliance
- G – Grooming and appearance
- B – Behavior
- T – Timing and punctuality
- O – Other

This form is a development tool for supervisors to record positive or negative issues observed during operation.

The user of this document is responsible to ensure it is the latest version