

# UNIVERSITAS INTERNASIONAL BATAM

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*Faculty of Economic  
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## **APPLYING EMPLOYEE PERFORMANCE APPRAISAL IN BALOI INDAH GUEST HOUSE HOSTELRY**

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### **ABSTRACT**

*The purpose from implementing project job training is to evaluate the operational hostelry and designing performance appraisal form. Baloi Indah Guest House Hostelry hasn't implementing employee performance appraisal in according to human resource method standards. The evaluation for employee performance are still carried out with verbal evaluation methods by the internals.*

*The information data has been collected by using several methods, such as direct observation, observing the evaluation for operational activities, conducting the interviews and discussing with the internal leader. Form the information data, author is able to design the project output. The output are designed by using rating scale assessment method on the output form performance appraisal.*

*The design of employee performance appraisal form, the author uses the Ms. Excel computer program. The design is using 8 indicators criteria in assessing the employees, 5 categories score classifications, and score calculation guidelines. The author expects from the implementations of the project could carry the benefits for the employee, and it could motivate the employee for increase their performance.*

**Keywords:** *performance appraisal, rating scale, form appraisal, performance appraisal indicators.*