

Shipboard Performance Appraisal

1.0 - 2.5 Stripes (Officers)

Ihor Kychak
 Employee Name
 P2PR
 Current Position
 Explorer Of The Seas
 Ship
 Sep-16
 Sign-on Date

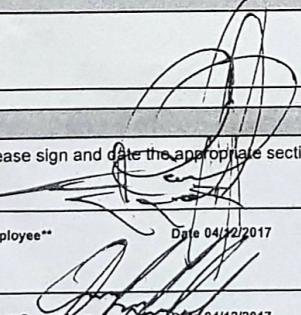
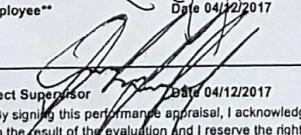
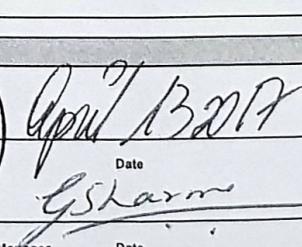
757749
 Employee ID
 Financial Operations
 Division
 Samet Bayrak
 Direct Supervisor Name
 Apr-17
 Date of Review

Rating Scale: Please use the following scale to rate the employee on the competencies listed below. ****Please click on each box for a complete definition of the competency rating***

	5 Exceptional	4 Highly Effective	3 Effective	2 Below Expectations	1 Unsatisfactory
	Competency		Rating	Comments	
Job Skills/Results	Business Acumen		3 Effective	Ihor has a great knowledge of his position and the division as a whole. He understands how we interact with other business areas and works to promote the company as a whole	
Leadership Skills	Cultivates Customer First		4 Highly Effective	Ihor start providing costumer service with the position of p2pr. However it's impressive to see his passion and communication skills to provide costumer services. He ensures each crew member comes to payroll office receive professional and friendly service.	
	Drives Profitable Growth		3 Effective	Ihor continually seeks to limit waste and protect the company's assets,	
	Acts with Integrity		3 Effective	Ihor embodies the company's commitment to acting at the highest ethical standard. He knows he should be keeping himself away from any position that would compromise himself or his division	
	Attracts and Develops Talent		4 Highly Effective	Ihor is naturally curious. Always seeking new opportunities to improve the quality and accuracy of the service. He knows how to combine his curiosity and motivation to learn every aspect of the operation which brings him up to one of the most talented payroll purser around the fleet.	
	Cross Team Collaboration		4 Highly Effective	Ihor works extremely well with other division, in particular F&B and Housekeeping team. He offers assistance and guidance to whole ship anything related to payroll operations and especially when it comes to T&A policies and procedures.	
	Leads with Passion, Drive and Energy		4 Highly Effective	Ihor arrived into the position with little preparation and receiving training from a p2pr who had himself only just learnt about the operation. Nevertheless, he was very quick to learn and brought himself up to speed in a short period of time. He has taken it upon himself to ensure that the functions are compliant in all areas and has brought in controls that were not fully in place before.	
	Overall Rating:		4		

Development Plan		
What does this employee do well?	Ihor is well focused his job. He ensures all tasks he has been assigned are completed in a timely manner. He is a quick learner and can adapt easily to changes when it comes to external and internal changes within the financial operations. He continually seeking new ways of simplifying complicated tasks which results quicker and more accurate results.	
First thing this employee can do to improve?	Ihor can look for opportunities to join any course where it may help him to increase his communication skills such ALPS. If he can improve and combine these skills he may be a strong candidate for any raising opportunities.	
Target Date:	Insert Date Here.	Ongoing
Second thing this employee can do to improve?	Ihor should extend his knowledge about the policies such as SQM, Brand Quality and other policies related to RCCL. This will be very useful when he will be questioned by any crew.	
Target Date:	Insert Date Here.	Ongoing

Employee Comments	
Insert Comment Here.	

Required Signatures	
Please sign and date the appropriate section.	
Employee** 	Date 04/12/2017
Direct Supervisor 	Date 04/12/2017
** By signing this performance appraisal, I acknowledge that the results were explained to me by the evaluator. My signature does not necessarily constitute my consent with the result of the evaluation and I reserve the right to comment on this review under separate cover.	
 * Isabelle Gauthier-Peltier JDEW/17/17 Financial Controller Human Resources Manager Date	
 Date	

Shipboard Performance Appraisal

1 - 2.5 Stripes (Officers)



Ihor Kychak

Employee Name

Guest Account Purser

Current Position

IN

Ship

10/24/17

Sign-on Date

757749

Employee ID

Finance

Department

Giuber Sanchez

Direct Supervisor Name

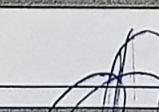
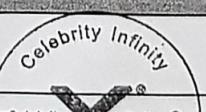
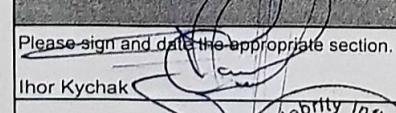
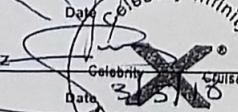
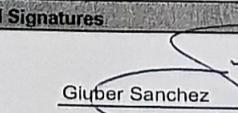
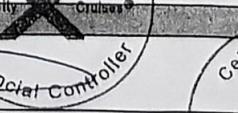
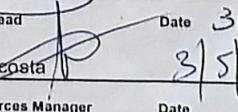
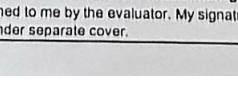
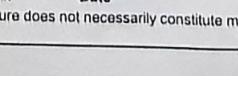
3/3/18

Date of Review

Rating Scale: Please use the following scale to rate the employee on the competencies listed below. ****Please click on each box for a complete definition of the competency rating****

	5 Exceptional	4 Highly Effective	3 Effective	2 Below Expectations	1 Unsatisfactory
	Competencies				
Job Skills/Results	Business Acumen	4 Highly Effective	3 Effective	2 Below Expectations	1 Unsatisfactory
Leadership Skills	Cultivates Customer First	3 Effective	4 Highly Effective	4 Highly Effective	4 Highly Effective
	Drives Profitable Growth	4 Highly Effective	4 Highly Effective	4 Highly Effective	4 Highly Effective
	Acts with Integrity	4 Highly Effective	4 Highly Effective	4 Highly Effective	4 Highly Effective
	Attracts and Develops Talent	3 Effective	3 Effective	3 Effective	3 Effective
	Cross Team Collaboration	3 Effective	3 Effective	3 Effective	3 Effective
	Leads with Passion, Drive and Energy	4 Highly Effective	4 Highly Effective	4 Highly Effective	4 Highly Effective
	Overall Rating:	4			

Development Plan		
What does this employee do well?	Ihor is very knowledgeable, fast learner and works well with minimal supervision. With great potential, he possesses good working skills and has the ability to analyzed the business in a different perspective	
First thing this employee can do to improve?	Ihor needs to seek more for a team work rather than individual performance, it is needed to understand that overall results are joined efforts of a team members. Keep calm and develop his management side is also an advice for his future development	
Target Date:	Insert Date Here.	Outgoing
Second thing this employee can do to improve?	Important to be tactful when dealing with other employees including head of departments, colleagues and crew. be mindful and consider to provide feedback only when needed. keep working and focusing on areas of leadership and study himself well to help him develop his emotional intelligence.	
Target Date:	Insert Date Here.	Ongoing

Employee Comments		
         		
Required Signatures		
Please sign and date the appropriate section. Ihor Kychak Employee** Date 3/5/18 Giuber Sanchez Direct Supervisor Date 3/5/18		
Gluber Sanchez Department Head Date 3/5/18 Steward Deporta Financial Controller Date 3/5/18		
Human Resources Manager Date HR Manager Date		
<small>** By signing this performance appraisal, I acknowledge that the results were explained to me by the evaluator. My signature does not necessarily constitute my consent with the result of the evaluation, and I reserve the right to comment on this review under separate cover.</small>		

Shipboard Performance Appraisal

1.0 - 2.5 Stripes (Officers)

AZAMARA Club Cruises® Celebrity® Cruises® Royal Caribbean® INTERNATIONAL

Kychak, Ihor
Employee Name
P2AD
Current Position
Explorer of the seas
Ship
Jan-16
Sign-on Date

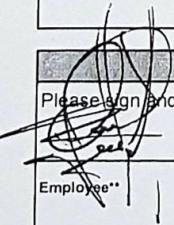
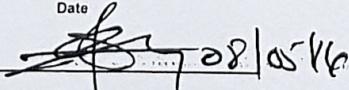
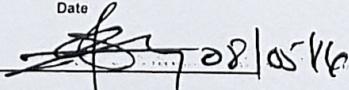
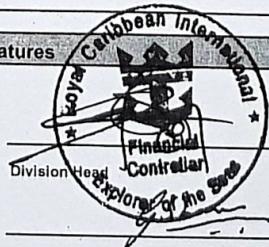
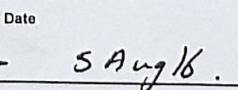
757749
Employee ID
Financial Ops.
Division
Alex Garcia
Direct Supervisor Name
Aug-16
Date of Review

Rating Scale: Please use the following scale to rate the employee on the competencies listed below. ****Please click on each box for a complete definition of the competency rating****

	5 Exceptional	4 Highly Effective	3 Effective	2 Below Expectations	1 Unsatisfactory
	Competency		Rating	Comments	
Job Skills/Results Leadership Skills	Business Acumen		4 Highly Effective	Ihor has very strong knowledge of his position and he always strives to be better at his job. His attention to detail as well as the follow up with any issues is very good which it can be noted in the smoothness of the operation.	
	Cultivates Customer First		3 Effective	Ihor has a very approachable personality however in some occasion he can come across a little bit to forward towards some of his colleagues, this is understandable as he needs to maintain a strong sense of integrity to follow the various SOPs required to perform his duties.	
	Drives Profitable Growth		4 Highly Effective	Ihor has a great work ethic and he sets high standards in his job, this qualities are noted when he identify issues on regular basis from the various complementary and business accounts, which assist to prevent any losses in said areas.	
	Acts with Integrity		4 Highly Effective	Ihor is trustworthy, honest and reliable, he continuously brings up points that can improve the operation. His level of integrity is key to manage the various SOP that his job required	
	Attracts and Develops Talent		4 Highly Effective	Ihor excellent training & development abilities were noted when he was training a GSO for the P2AD position, he was dedicated and committed to set his trainee for success.	
	Cross Team Collaboration		3 Effective	Ihor will be taking the roll of P2PR when he comes back from vacation, this is prove that he is keen to learn and develop his knowledge in one more area within the financial division.	
	Leads with Passion, Drive and Energy		4 Highly Effective	Ihor has great sense of pride in the job he perform, he commitment is noted constantly noted with all the improvement in his area, he also created one of the most detail and easy to understand P2AD instruction hand over notes, which prove his enthusiasm and passion to his job.	
Overall Rating:		4			

Development Plan		
What does this employee do well?	Attention to detail, follow up on issues and prompt response to discrepancies or requests from shoreside or manager.	
First thing this employee can do to improve?	It is advisable for Ihor to be more open with his ability to cope with some protocols and procedures set by the company.	
Target Date:	Insert Date Here.	Next Contract
Second thing this employee can do to improve?	Ihor has a lot of potential to grow in the company and to achieve that it is advisable that Ihor work in developing his supervisory skill and knowledge in the company policies in general.	
Target Date:	Insert Date Here.	Next Contract

Employee Comments	
<p>Ihor has been a valuable member of our team. He consistently goes above and beyond to ensure that our passengers have a positive experience. His attention to detail and commitment to safety are commendable. I highly recommend him for promotion.</p>	

Required Signatures	
Please sign and date the appropriate section.	
Employee** 	Date 08/05/16 
Direct Supervisor 	Date 08/05/16
Division Head 	Date 08/04/16 
Human Resources Manager 	Date 5 Aug 16

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Shipboard Performance Appraisal

1.0 - 2.5 Stripes (Officers)

AZAMARA Club Cruises® Celebrity Cruises® 

Ihor Kychak
 Employee Name
 2nd Purser Admin
 Current Position
 Explorer of the Seas
 Ship
 May 4th, 2015
 Sign-on Date

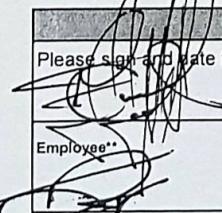
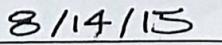
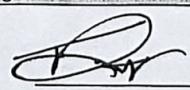
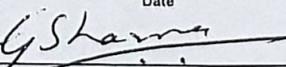
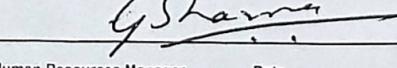
757749
 Employee ID
 Financial Operations
 Division
 Patricia Cunha
 Direct Supervisor Name
 14/8/2015
 Date of Review

Rating Scale: Please use the following scale to rate the employee on the competencies listed below. ****Please click on each box for a complete definition of the competency rating****

	5 Exceptional	4 Highly Effective	3 Effective	2 Below Expectations	1 Unsatisfactory
	Competency		Rating	Comments	
Job Skills/Results	Business Acumen		4 Highly Effective	Ihor is timely and understands the job and his role in the department. His reporting is accurate. He requires zero supervision in this area.	
	Cultivates Customer First		4 Highly Effective	Ihor is approachable to his internal guests, has improved in communicating with his co-workers and has established a good working environment with others.	
	Drives Profitable Growth		3 Effective	Ihor sets his own goals and accomplishments and has improved in holding others accountable and communicating this to them.	
	Acts with Integrity		4 Highly Effective	Ihor demonstrates consistent accuracy in his work and acts with integrity to the team and has come to terms with his limits and his leverage in where he can make a difference in his job as they are set by the company standards and policies. He cares to use 'common cents' and offers suggestions for change.	
	Attracts and Develops Talent		3 Effective	Ihor provides honest feedback when training of the GSO's and dedicates his time to such. He has worked on being more open to others opinions and has broadened his mindset and accepts constructive criticism that is being given to his benefit.	
	Cross Team Collaboration		4 Highly Effective	Ihor has bettered himself on being more of a team player, by offering assistance to his team members and not waiting to be asked. When asked, he gladly obliges.	
	Leads with Passion, Drive and Energy		3 Effective	Ihor is committed to his job, and has worked on being more committed to his team. He is punctual on his reporting and voyage closing.	
Overall Rating:			4		

Development Plan		
What does this employee do well?	Continues to be effective in his procedures and strives to find better ways to improve his work environment.	
First thing this employee can do to improve?	Ihor is leaving us on Medical leave, he was initiating cross training in the 2nd Payroll position he needs to continue this upon his return.	
Target Date:	Upon return to the vessel	
Second thing this employee can do to improve?	Should Ihor move to the 2nd Payroll Position he will need to improve his interaction with crewmembers from different corners of the world.	
Target Date:	Next contract	

Employee Comments	
	

Required Signatures			
Please sign and date the appropriate section.			
	Employee** Date  8/14/15		Division Head Date  8/14/15
Direct Supervisor 	Date 8/14/15	Human Resources Manager 	Date
** By signing this performance appraisal, I acknowledge that the results were explained to me by the evaluator. My signature does not necessarily constitute my consent with the result of the evaluation and I reserve the right to comment on this review under separate cover.			

Shipboard Employee 90-Day Appraisal



Employee Name: KYCHAK, IHOR Employee ID #: 757749
 Current Position: CAFA Division: 471-Restaurants
 Ship: Freedom of the Seas Reviewer Name: Jude Rodrigues
 Date of Hire: 2/3/2013 Date of Review: April 25, 2013

Directions: Place an X in the box that best describes the Employee's current performance. Use the comments section to provide examples and support of your rating.

Performance Characteristic	Description	Meets Expectations	Does Not Meet Expectations
Understands and Follows GOLD Anchor Standards	Adheres to job specific GOLD Anchor Standards; Greets and Smiles; Owns Problems; Looks the Part; Delivers the WOW.	X	
Job Knowledge/ Skills	Understands all responsibilities and duties; Able to complete tasks and assignments with appropriate supervision; Knows where to get information.	X	
Job Quality	Accurately performs job duties consistently; Is thorough, takes full ownership and follows-up to finish tasks; Takes initiative to solve problems	X	
Guest/ Internal Customer Service	Makes Guests/ Co-workers feel welcome; Resolves complaints quickly; follows-up to ensure satisfaction; Professional with guests and co-workers.	X	
Communication and Teamwork	Speaks, reads, and writes English at a level required to perform job; communicates well with others; Maintains constructive relationships with guests.	X	
Work Ethic	Consistently arrives on-time for work; Handles change and innovation in a positive way; Always looks to improve the efficiency of the operation and reduce waste.	X	
Follows Safety/ Environment and other company policies	Makes safety a priority; Follows and obeys Safety and Environmental Policies; Attends required safety drills; Follows all appropriate company policies.	X	

Reviewer's Comments:

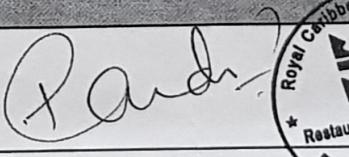
Ihor is a very hard working team member in Cafe Promenade , he fully understands and correctly set priorities while serving our guests in Cafe Promenade . He always respects to his friends and he is a very good example with his work skills and clear communication with the guest by always delivering the wow and Fallowing the company GOLD standards . Ihor Cafe Promenade job performance meets company's expectations.

New Hire: Retain Do Not Retain

Position Change Promote Return to previous position

Employee's Comments:

Required Signatures: Please sign and date the appropriate section

Employee*	Division Head	 
Reviewer	Human Resources Manager	

*By signing this performance appraisal, I acknowledge that the results were explained to me by the evaluator. My signature does not necessarily constitute my consent with the result of the evaluation, and I reserve the right to comment on this review under separate cover.

To whom it may concern:

This is my personal recommendation letter for Ihor who had been working under my supervision at Hotel and restaurant complex "Ternava" for two years. During his service, I found him trustworthy and devoted. He is skilled in his duties, humble in nature and a favorite waiter of our regular guests.

I strongly recommend Ihor for employment as a member of your interior staff. He has done an excellent job here at Hotel and restaurant complex "Ternava". Ihor was a welcome addition to our staff from day one, and during the five months he has worked here he's distinguished himself as a quick learner, diligent worker and overall bright young man. He was never once late for a shift, and often stepped forward to cover the shifts of other waiters and waitresses who were in a bind.

He was also intuitive in his interactions with our customers, finding just the right balance of friendliness and service without being imposing. Our guests routinely ask for him by name. Ihor has a pleasant, even temperament and keeps his cool in even the most stressful situations.

I, without any reservation recommend Ihor for the position of Assistant Waiter and wish him best of luck for his future job. I am confident he will be a great asset for you. In case of any queries or concerns, do not hesitate to call me at +38(096) 418-51-28.

Sincerely,

F&B SUPERVISOR: Viacheslav Gumeniuk



(Signature)

OWNER: Stetsenko Sviatoslav



(Signature)

L.S.



12, Krasinsky Str, Dunaevtsi,
Khmelnytsky region, 32400 Ukraine