

EMPLOYEE PERFORMANCE APPRAISAL FORM

Annual employee performance appraisal form						
department	Name	post	auto men	final score	☆	☆☆
Project and assessment content			30	Self-evaluation		
30% of work tasks	Able to ensure quality and quantity, complete tasks ahead of time.	Able to complete tasks under pressure.	25 to 29			
			15 to 25			
			under 15			
			10			
10% of working ability	Strong comprehension ability, in terms of work improvement, often sometimes with improved work comprehension and judgment are average, occasionally there are improvement in job skills, barely	Coordinate with others and do others' work.	8 to 9			
			5 to 7			
			5 or less			
			10			
Work Coordination 10%	Willing to help others when asked. Loose spirit, unwilling to cooperate with others.	Work hard and do your best to complete the task.	8 to 9			
			5 to 7			
			5 or less			
			10			
Responsibility 10%	Responsible, and can better supervise to complete. Perfunctory, arrogant, irresponsible, careless.	No waste of time, no fear or hard work, the delivery work is Be punctual, not lazy, work hard. Occasionally sloppy, but work conscientiously.	8 to 9			
			5 to 7			
			5 or less			
			10			
Work lazy 10%	Excuse me to avoid heavy work, but still be able to stick to my job. Often arrive late and leave early. Works bug-free and improves for work.	No errors and no suggestions for improvement. Need to be guided to do a good job.	8 to 9			
			5 to 7			
			5 or less			
			10			
Work quality 10%	Worked with the guide, still got the error.	Constantly abide by and maintain the company's rules and regulations for discipline.	8 to 9			
			5 to 7			
			5 or less			
			10			
Discipline 10%	Frequently violates company regulations and is accused of Strong cost awareness, able to actively save and avoid waste.	Cost conscious and able to save.	8 to 9			
			5 to 7			
			5 or less			
			10			
Cost Awareness 10%	Cost conscious, less wasteful.	Not cost conscious, often wasteful.	8 to 9			
			5 to 7			
			5 or less			
			10			
☆ The first examiner's score (accounting for 70%), ☆☆ The second examiner's score (accounting for 30%)			total score			
Remark:			confirmation			

Making Performance Appraisal Work

Clive Fletcher



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