

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.	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%	Constantly abide by and maintain the company's rules and regulations for discipline.	Frequently violates company regulations and is accused of.	8 to 9			
			5 to 7			
			5 or less			
			10			
Discipline 10%	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%	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			

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N Colangelo



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Table of Contents Performance Appraisal Employee Guide 0219 2015

1. Understanding the eBook Performance Appraisal Employee Guide 0219 2015
 - The Rise of Digital Reading Performance Appraisal Employee Guide 0219 2015
 - Advantages of eBooks Over Traditional Books
2. Identifying Performance Appraisal Employee Guide 0219 2015
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Performance Appraisal Employee Guide 0219 2015
 - User-Friendly Interface
4. Exploring eBook Recommendations from Performance Appraisal Employee Guide 0219 2015

- Personalized Recommendations
- Performance Appraisal Employee Guide 0219 2015 User Reviews and Ratings
- Performance Appraisal Employee Guide 0219 2015 and Bestseller Lists
- 5. Accessing Performance Appraisal Employee Guide 0219 2015 Free and Paid eBooks
 - Performance Appraisal Employee Guide 0219 2015 Public Domain eBooks
 - Performance Appraisal Employee Guide 0219 2015 eBook Subscription Services
 - Performance Appraisal Employee Guide 0219 2015 Budget-Friendly Options
- 6. Navigating Performance Appraisal Employee Guide 0219 2015 eBook Formats
 - ePub, PDF, MOBI, and More
 - Performance Appraisal Employee Guide 0219 2015 Compatibility with Devices
 - Performance Appraisal Employee Guide 0219 2015 Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Performance Appraisal Employee Guide 0219 2015
 - Highlighting and Note-Taking Performance Appraisal Employee Guide 0219 2015
 - Interactive Elements Performance Appraisal Employee Guide 0219 2015
- 8. Staying Engaged with Performance Appraisal Employee Guide 0219 2015
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Performance Appraisal Employee Guide 0219 2015
- 9. Balancing eBooks and Physical Books Performance Appraisal Employee Guide 0219 2015
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Performance Appraisal Employee Guide 0219 2015
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Performance Appraisal Employee Guide 0219 2015
 - Setting Reading Goals Performance Appraisal Employee Guide 0219 2015
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Performance Appraisal Employee Guide 0219 2015

- Fact-Checking eBook Content of Performance Appraisal Employee Guide 0219 2015
- Distinguishing Credible Sources

13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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