

EMPLOYEE PERFORMANCE APPRAISAL FORM

Annual employee performance appraisal form						
department	Name	post	automen	final score	☆	☆☆
Project and assessment content			+	Self-evaluation		
30% of work tasks	able to ensure quality and quantity, complete tasks ahead of time.		30			
	able to complete tasks under pressure.		25 to 29			
	occasionally fails to complete tasks when directed.		15 to 25			
10% of working ability	Strong comprehension ability, in terms of work improvement, often		10			
	comprehension and judgment are average, occasionally there are		8 to 9			
	improvement in job skills, barely		5 to 7			
Work Coordination 10%	Coordinate with others and do		10			
	work with others.		8 to 9			
	Willing to help others when asked		5 to 7			
Responsibility 10%	Cooperate with others		5 or less			
	work hard and do your best to complete the task		10			
	Desire work requires supervision to complete		8 to 9			
Work lazy 10%	Perfunctory, arrogant, irresponsible, careless		5 or less			
	No waste of time, no fear or hard work, the efficient work is		10			
	Be punctual, not lazy, work hard		8 to 9			
Work quality 10%	Occasionally sloppy, but work conscientiously		7			
	Excuse me to avoid heavy work, but still be able to stick to my job		5 to 6			
	Often arrive late and leave early, work poorly, often leave work		5 or less			
Discipline 10%	Works bug-free and improves for work		10			
	few errors and no suggestions for improvement		8 to 9			
	Need to be guided to do a good job		5 to 7			
Cost Awareness 10%	Worked with the guide, still got the error		5 or less			
	Constantly abide by and maintain in the company's rules and		10			
	able to abide by company rules and regulations		8 to 9			
Remark:	occasionally violates company regulations and is accused of		5 to 7			
	Strong cost awareness, able to actively save and avoid waste		5 or less			
	Cost conscious and able to save		10			
	Cost conscious, less wasteful		8 to 9			
	Not cost conscious, often wasteful		5 to 7			
	Not cost conscious, often wasteful		5 or less			
☆ The first examiner's score (accounting for 70%), ☆☆ The second examiner's score (accounting for 30%)				total score		
Remark:				confirmation		

Performance Appraisal Employee Guide 0219 2007

Maggie Mallik, Carol Hall, David Howard

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