

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 and always help others.	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	8 to 9			
			5 to 7			
			5 or less			
			10			
Responsibility 10%	Complete the task sense of responsibility, and can better supervise to complete	Punitive, arrogant, irresponsible, careless	8 to 9			
			5 to 7			
			5 or less			
			10			
Work lazy 10%	Be punctual, not lazy, work hard	Occasionally sloppy, but work conscientiously	8 to 9			
			7			
			5 to 6			
			5 or less			
Work quality 10%	Works bug-free and improves for work	few errors and no suggestions for improvement	10			
			8 to 9			
			5 to 7			
			5 or less			
Discipline 10%	Worked with the guide, still got the error	Constantly abide by and maintain the company's rules and regulations and discipline	10			
			8 to 9			
			5 to 7			
			5 or less			
Cost Awareness 10%	Strong cost awareness, able to actively save and avoid waste	Cost conscious and able to save	10			
			8 to 9			
			5 to 7			
			5 or less			
☆ The first examiner's score (accounting for 70%), ☆☆ The second examiner's score (accounting for 30%)						
Remark:				total score		
				confirmation		

Performance Appraisal Employee Guide 0219 2007

Maggie Mallik,Carol Hall,David Howard



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