

EMPLOYEE PERFORMANCE APPRAISAL FORM

employee performance appraisal form						
examinee department		My post	Filing date Join date			
Assessment Interval		year month to year month				
Assessment Standards and Scores						
Excellent (6 points) Excellent (5 points) Good (4 points) Fair (3 points) Poor (2 points) Poor (1 point) Extremely poor (0 points)						
exam topic		assessment score			Weight	Remark
		self assessment	Direct leadership assessment	In charge of leadership assessment		
Personal qualities	1. Moral cultivation, politeness and				10%	
	2. Have a sense of teamwork and be able				10%	
	3. Communication skills and affinity				10%	
	4. Ability to learn and summarize				10%	
	5. The attitude and ability to actively				10%	
	discover and solve problems				10%	
	6. Responsibility				10%	
	7. Flexibility				10%	
	8. Creativity and Potential				10%	
	9. Good organizational skills and				10%	
	10. Abide by laws and regulations and				10%	
	11. Professional ethics				10%	
total		0	0	0	100%	
work attitude	1. Attendance status				10%	
	2. Responsibility for work				10%	
	3. Enthusiasm for work				10%	
	4. Able to take the initiative to complete				10%	
	5. Seek better ways to get work done				10%	
	6. Actively cooperate with the work of				10%	
	other positions, and maintain a good				10%	
7. Comply with work norms				10%		
total		0	0	0	100%	
professional knowledge	1. Professional business knowledge				10%	
	2. Relevant professional knowledge				10%	
	3. Foreign language knowledge				10%	
	4. Computer application knowledge				10%	
	5. Participate in various professional				10%	
	knowledge trainings, and continuously				10%	
total		0	0	0	100%	
Ability to work	1. Able to complete tasks with quality				10%	
	and quantity				10%	
	2. Can correctly understand the work				10%	
	arranged by the superior, and can				10%	
	actively mobilize resources from all				10%	
	3. Able to express their opinions				10%	
	4. Proficiency in the work undertaken				10%	
and experience in successfully				10%		
5. Work conscientiously and				10%		
6. Have a comprehensive and systematic				10%		
7. Have development potential in				10%		
total		0	0	0	100%	
total		0	0	0	0	

Performance Appraisal Employee Guide 022007

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