

EMPLOYEE PERFORMANCE APPRAISAL FORM

employee performance appraisal form

Name of the examinee			employee ID			department		
staff position			Entry date			Assessment date		
Evaluation Standards								
A	95-100						excellent	
B	85-95						good	
C	75-85						pass	
D	Below 85						failed	
	exam topic	weight	self assessment		superior assessment			
Personal qualities	Strictly abide by the work system and ma	5%	95		90			
	Do not disturb the work order, do not hin	5%	85		80			
	Loyal to duty, stick to the post	5%	85		65			
	Work in a team spirit, assist superiors, co	5%	90		70			
	Accurately understand the work content	5%	95		90			
work attitude	Communicate with colleagues and custo	5%	85		80			
	Maintain a good sense of responsibility fo	5%	85		65			
	Active efforts to improve working method	5%	90		70			
	have a positive attitude towards work	5%	95		90			
	Work fast without delay	5%	85		80			
professional knowledge	Properly handle business and often main	5%	85		65			
	Organize work results in time to create ce	5%	90		70			
	Job proficiency and skill enhancement	5%	95		90			
	Always maintain a learning attitude and f	5%	85		80			
Ability to work	Quickly handle work failures and tempor	10%	85		65			
	Ability to complete work with high qualit	10%	90		70			
	Have a systematic and comprehensive un	5%	85		90			
	Know to understand the work	5%	65		75			
	arrangements of superior leaders and							
total		100%	1570		1385			

Performance Appraisal Employee Guide 0219 2015

DP Hallahan



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