

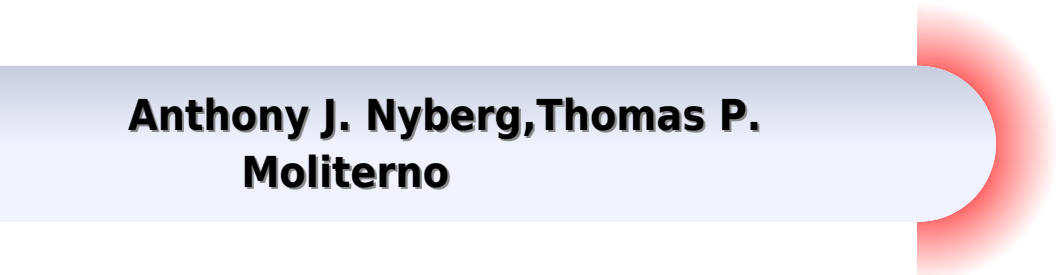
EMPLOYEE PERFORMANCE APPRAISAL FORM

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

**Anthony J. Nyberg, Thomas P.
Moliterno**



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