

PERFORMANCE APPRAISAL FORM ASSESSMENT SCORING

performance appraisal form

Name			post			Assessment month		
Job Responsibilities Work Assessment Index (50 points):								
serial number	Key work items	work goals	achieve results	weight score	Self-evaluation	Leadership evaluation		
1								
2								
3								
4								
5								
Assessment indicators for this month's key work items (50 points):								
serial number	Key work items	work goals	achieve results	weight score	Self-evaluation	Leadership evaluation		
1								
2								
3								
4								
total:					0			
Temporarily assigned work assessment indicators (± 10 points)								
serial number	matter	content description		weight score	Self-evaluation	Leadership evaluation		
1				± 10				
2								
3								
4								
total:					0			
Suggestions for performance improvement: (to be filled in by the appraiser)		suggestion master, performance feedback		assessment score	Assessment results (in brackets are the assessment coefficients corresponding to the assessment)			
		Assessment interview: ☐ Yes ☐ No Reasonable score: ☐ Yes ☐ No Other opinions:		0	☐ Excellent (1.1) ☐ Good (1.05) ☐ Pass (1.0) ☐ Barely (0.9) ☐ Poor (0.8)			
Examiner's signature and comments:		Signature and comments of	Signatures and opinions of leaders in	Review by the Administrative Personnel Department:				

Performance Appraisal Form For Manual Workers

J Ma



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