

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: <input type="checkbox"/> Yes <input type="checkbox"/> No Reasonable score: <input type="checkbox"/> Yes <input type="checkbox"/> No Other opinions: | | 0 | <input type="checkbox"/> Excellent (1.1) <input type="checkbox"/> Good (1.05) <input type="checkbox"/> Pass (1.0) <input type="checkbox"/> Barely (0.9) <input type="checkbox"/> 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

Lei Shi



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