

PERFORMANCE EVALUATION OF EMPLOYEE UNDER PROBATION

试用期评估

Name: _____

姓名: _____

Clock No: _____

考勤卡号: _____

Date: _____

日期: _____

Position: _____

职位: _____

Joining Date: _____

入职日期: _____

Department: _____

部门: _____

Skills 技能	Excellent 优秀	Good 良好	Average 一般	Needs Improvement 有待提高
Proficiency in doing specific task 执行特定任务的熟练程度				
Job Follow through 工作完成情况				
Learning ability 学习能力				

Attitude 态度				
Willingness to do the job pleasantly 十分乐意承担工作				
Honesty 诚实				
Helpfulness 乐于助人				
Courtesy toward others 礼貌待人				
Relationship with fellow employees 与同事之间的关系				
Relationship with supervisor and other Managers 与上级和其他经理之间的关系				
Acceptance of criticism 接受批评的态度				

Work Habits 工作习惯				
Organization 组织				
Care of materials 爱护物料				
Neatness 干净整洁				
Punctuality 准时				
Dependability 可信赖性				
Attendance 考勤				

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Personal Qualities 个人品质				
Appearance 仪表				
Professionalism and maintenance of uniform standards 职业精神和统一标准的遵守情况				
Emotional stability and self control 情绪稳定性和自控能力				

Comments: _____
评论: _____

Employment Confirmed: **YES:** **NO:**
确认是否聘用: 是: ____ 否: ____

Employee / Date
员工 / 日期:

Department Head / Date
部门主管 / 日期:

Direct Supervisor / Date
直属上级 / 日期:

Human Resources Manager / Date
人力资源部经理 / 日期: