External Training Evaluation 外出培训评估 Attachment 3 附件3

A.	EMPLOYEE DETAILS 员工	青况						
	Name 名字:	Position 职位:						
	Sending Hotel 送 <u>出酒店:</u>	Training Unit 培训单 <u>位:</u>						
	Training Period 培训期:		Ev	Evaluator 评估员:				
В.	PERFORMANCE RATING 工作表现评估 Please rate the employee's performance based on the criteria given. Write down your numerical rating on the right-end co of the table below. You are advised to conduct an interview with the trainee before submitting this form. Thank you.						end column	
	请根据给出的标准来评估员工的实际工作表现,将得分写在最右边的空格里。请在与员工面对面评估后再将表格上交。 Criteria 标准 Performance Rating 表现等级						<i>谢谢。</i> Your 您的	
	74.7-	•				Rating评分		
	1. ATTENDANCE 出勤 Punctuality / tardiness 准时性	Very punctual 非常准时 5	Rarely late 极少迟到 4	Occasionally late 偶尔迟到 3	Often late 经常迟到 2	Frequently late 总是迟到 1		
	2. ATTITUDE 态度	Excellent team builder	なののd team builder	Cooperative	Relatively less cooperat			
	Team building / cooperativeness团队会	合作 极好的团队合作者 5	很好的团队合作者 4	l .		被动 1		
	3. APPEARANCE 外表	Smart, very well groome	Well groomed	Fairly smart	Acceptable grooming	Rooms for improvemen		
	Grooming 仪容					需要提高 1		
	4. ATTITUDE态度	Very well-liked & outgoin	_	Acceptable personality		Timid		
	E average and a second			可接受的个性 3 Acceptable skill level		胆小羞怯 1		
	 SKILLS/PRODUCTIVITY技能劳动 Output quantity /effective/ abilit 			可以接受的技能水平3	More training needed 需要多些培训 2	Intensive training needed 需要大量培训 1		
	6. QUALITY OF WORK 工作的		Produces quality work			而安八重相 M Close supervision required		
	Performance standards 工作水		高质量的工作 4	可以接受的水平 3	需要提高 2	需要密切的督导 1		
	7. INITIATIVE 积极主动性	Very constructive	Needs minimal supervision	Does what is required	Needs Constant supervision	Reacts rather		
	Originating action / perseveran			only 只做要求的活 3		than initiate 1		
	8. RELIABILITY 可靠性	Very dependable	Dependable	Follows instruction		Seeks assistance frequent		
	Diligence / honesty 勤奋、诚实		可靠 4 Responsible enough	根据指示执行 3 Responsible but can 3		频繁地需要帮助 1 Needs more discipline		
	9. RESPONSIBILITY 责任心 (Commencing and completion 开始及			mprove有责任心但仍需提高	Dependent 右枕藤性 2	需要更多的纪律约束 1		
	10. STAFF RELATIONS 员工		Good employee relation		Performs better when work			
	Work relationship 工作关系		员工关系良好 4	能与人融洽相处 3	independently单干时 更有效率 2	很难与其工作 1		
	11. GUEST RELATIONS对名	关系 Professional & Polite	Well-mannered	Adequate social skills	Less sociable	Not service-oriented		
	Public relation skills 公共关系打	支巧 专业而且有礼貌 5	有礼貌的 4	有足够的社交技巧 3	不好交际 2	不以服务为导向 1		
	12 POTENTIAL 潜力	Outstanding	Bright future	Potential needs polishing	Potential not shown	Not suitable		
	Future possibilities 未来的可能	性 出类拔萃 5	光辉前程 4	潜力需要再打磨 3	没看到潜力 2	不合适 1		
C.	5. COMMENTS 点评 1. Employee overall training performance员工的整体工作表现:							
	2. Employee ability to handle work pressures员工处理工作压力的能力:							
	3. Employee achievements during the daily work 员工在平时工作成绩:							
	4. Other comments其他意见:							
Evaluator's Signature with chop评估者盖章 (评估机构)								