

**A. EMPLOYEE DETAILS 员工情况**

Name 名字: \_\_\_\_\_  
 Sending Hotel 送出酒店: \_\_\_\_\_  
 Training Period 培训期: \_\_\_\_\_

Position 职位: \_\_\_\_\_  
 Training Unit 培训单位: \_\_\_\_\_  
 Evaluator 评估员: \_\_\_\_\_

**B. 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 column of the table below. You are advised to conduct an interview with the trainee before submitting this form. Thank you.  
 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。谢谢。

Criteria 标准	Performance Rating 表现等级						Your 您的 Rating 评分
	Very punctual 非常准时	Rarely late 极少迟到	Occasionally late 偶尔迟到	Often late 经常迟到	Frequently late 总是迟到		
1. ATTENDANCE 出勤 Punctuality / tardiness 准时性	5	4	3	2	1		
2. ATTITUDE 态度 Team building / cooperativeness 团队合作	5	4	3	2	1		
3. APPEARANCE 外表 Grooming 仪容	5	4	3	2	1		
4. ATTITUDE 态度	5	4	3	2	1		
5. SKILLS/PRODUCTIVITY 技能劳动生产力 Output quantity / effective/ ability	5	4	3	2	1		
6. QUALITY OF WORK 工作的质量 Performance standards 工作水准	5	4	3	2	1		
7. INITIATIVE 积极主动性 Originating action / perseverance	5	4	3	2	1		
8. RELIABILITY 可靠性 Diligence / honesty 勤奋、诚实	5	4	3	2	1		
9. RESPONSIBILITY 责任心 (Commencing and completion 开始及结束)	5	4	3	2	1		
10. STAFF RELATIONS 员工关系 Work relationship 工作关系	5	4	3	2	1		
11. GUEST RELATIONS 对客关系 Public relation skills 公共关系技巧	5	4	3	2	1		
12. POTENTIAL 潜力 Future possibilities 未来的可能性	5	4	3	2	1		

**C. COMMENTS 点评**

- Employee overall training performance 员工的整体工作表现: \_\_\_\_\_
- Employee ability to handle work pressures 员工处理工作压力的能力: \_\_\_\_\_
- Employee achievements during the daily work 员工在平时工作成绩: \_\_\_\_\_
- Other comments 其他意见: \_\_\_\_\_

Evaluator's Signature with chop 评估者盖章 (评估机构)  
 Date 日期: \_\_\_\_\_

Employee's Signature 员工签名  
 Date 日期: \_\_\_\_\_