

Emp No. 工号:	Name 姓名:	Gender 性别:	Position 职位:	Joined Date 入职日期:	Evaluation period 考核期间:
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No. 序号	KPI (Essential but Not Sufficient) 绩效指标 (必要的, 但非充足)	Definition 定义	Score 分数	Score criteria 评分标准		
				Self score 自评 (20%)	by manager 经理评分 (80%)	Final score 最终得分 (20%+80%)
1	High commitment & sense of responsibility 高度承诺与责任	Highly committed and fully obligated to accomplish tasks. Do not afraid of taking responsibilities. 高度承诺致力于工作, 兼具高度责任感去完成任务, 并勇于承担责任。	1-10			
2	Expertise 专业能力	Level of professionalism in the field of his / her job. 工作领域中的专业水平	1-10			
3	Communication Skills 沟通能力	Ability in delivering and getting messages, thoughts, etc. correctly and clearly. Approaching only the relevant stakeholders. Presenting ideas precisely, give clear picture to recipients. 清晰、准确地传达和接收信息和想法等能力。懂得仅接触利害相关者作商讨。能简明扼要的表述构想, 给接收者传达清晰可见的内容或状况	1-10			
4	Self-learning capabilities 自学能力	Self-motivated learning capability through various means. Not waiting to be spoon fed, showing curiosity to study and develop himself. 通过各种不同方式自我激励学习的能力。不处处依赖他人的指引, 展现好奇心去考究, 并自我提升。	1-10			
5	Team Work 团队合作	Capability in working in a "team" spirit. Like to share and be part of a team for achieving the target. 在工作上体现团队合作精神, 乐于分享与分担, 并成为团队的一员以达成目标。	1-10			
6	Independent 独立性	Carry out tasks, solve problems and issues, etc. independently, use the right company recourses to accomplish tasks. 善于独立完成任务、解决问题及争议等的的能力, 懂得运用恰当的公司资源去完成任务	1-10			
7	Decision making within authorization 授权范围内的决策能力	Ability in making necessary decisions timely and correctly 具备正确、及时地作出必要决策的能力	1-10			
8	D.D.C.A 数据收集、数据分析、结论、行动计划	D ata collection, D ata analysis, C onclusions, A ction plan 数据收集、数据分析、结论及行动计划 Working methodology of Tetro, capability in carrying out tasks based on this methodology. 泰都执行工作的一套方法, 依循此套方法实施任务的能力。	1-10			
9	Integrity in reports 报告的可靠性	Reliability of the reports that based on facts, present the real picture even the facts not up to expectation. 基于事实来体现报告内容的可信度, 即使该事实不及所期望的, 仍然汇报真实情况	1-10			
10	Self-discipline 自律	Follow company rules & regulations, execute tasks according to designated company systems 遵守公司规章制度, 按照公司指定的系统执行工作。	1-10			
Final Score 考核总分						

Appraisee Summary 被考核人总结:
(what I have achieved? What are the areas I need to improve from the KPI above? 我取得了什么成绩? 以上KPI中, 我需要改进哪些方面?)

Signature 签名确认:

Appraiser comments 考核者意见:

Signature 签名确认:

Development Plan 发展计划:

Target 目标:	KPI 提升能力:	Duration 持续时间:
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Activities 提升方案:	Measure of success 测量标准:
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HR follow up 人事部跟进事项:

Signature 签名确认: