

		<b>东莞泰都实业有限公司</b>		Document No: TR-HR-FM-063	Prepared By: Ella
		<b>Staff Probation Evaluation Form</b> <b>职员试用期评估表</b>		Revision: A2	Checked By: Michelle
Emp No工号:		Name姓名:		Dept. 所属部门:	
Gender性别:		Position职位:		Date Joined入职日期:	
<b>Evaluation Criteria考核标准</b>				<b>Score(out of 10)</b> <b>分数 (每小项10分、满100分)</b>	
NO. 序号	KPI (Essential but Not Sufficient) 绩效指标 (必要的, 但非充足)	Definition 定义	Self Score 自我评价 (20%)	Score by Manager 部门经理评估 (80%)	
1	High commitment & sense of responsibility 高承诺感与责任感	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。			
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			
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			
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。			
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。			
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			
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			
8	D. D. C. A 数据收集、数据分析结论、行动计划	Data collection, Data analysis, Conclusions, Action 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。			
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。			
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。			
<b>Total Score总分</b>					
Employee Opinion被考核者意见:				Average Score: 平均得分:	
Direct report comments直属上级意见:				Signature签名:	
				Date日期:	
Department Manager Comments部门经理意见:				Signature签名:	
				Date日期:	
HR Overall Evaluation and Comments行政人事部意见 (签名):					
<input type="checkbox"/> Pass Probation通过试用期 <input type="checkbox"/> Transfer调职 <input type="checkbox"/> Probation Failed试用期不通过 <input type="checkbox"/> Others其他					
Signature签名:			Date日期:		
General Manager Approval总经理审批:					