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| **Employee Performance Evaluation Form** | | | | | |
| **Date\*：** | | | | | |
| **Name\*** | |  | **Department\*** |  | |
| **Job Title** | |  | **Employment Date\*** |  | |
| **Evaluator\*** | |  | **Job Title** |  | |
| **Criteria** | **NO.** | **Evaluation Content** | | **Initial Score\*** | **Evaluated Score\*** |
| **Integrity and Ethical Conduct** | **1** | **Demonstrates integrity, honesty, and ethical behavior, setting a good example** | |  |  |
| **2** | **Displays honest and disciplined behavior, interacts well with others** | |  |  |
| **3** | **Shows normal behavior and no misconduct** | |  |  |
| **4** | **Strongly holds personal opinions, difficult to get along with others** | |  |  |
| **Work Performance** | **1** | **High work efficiency, exhibits outstanding creativity** | |  |  |
| **2** | **Capable of handling tasks with higher-than-average efficiency** | |  |  |
| **3** | **Completes work on time, meets performance requirements** | |  |  |
| **4** | **Adequate for the job, but lacks notable achievements** | |  |  |
| **Sense of Responsibility** | **1** | **Highly responsible, thoroughly completes tasks, can be trusted** | |  |  |
| **2** | **Responsible, successfully completes tasks, can be trusted** | |  |  |
| **3** | **Still responsible, completes tasks as scheduled** | |  |  |
| **Coordination and Communication** | **1** | **Effectively communicates with superiors and subordinates, collaborates well** | |  |  |
| **2** | **Willingly coordinates and communicates, successfully accomplishes tasks** | |  |  |
| **3** | **Can collaborate with others and achieve work requirements** | |  |  |
| **4** | **Poor coordination, leading to work difficulties** | |  |  |
| **Total Score** | | | |  |  |
| **Comments** |  | | | | |