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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** |  |