### 工程技术人员绩效评价表

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 姓 名 | |  | | | 部 门 | |  | | | | | | 职 等 | | |  | | | |
| 出 勤  奖 惩 | | 迟到 | 旷工 | 产假 | | 婚假 | | | 丧假 | | 病假 | | | 事假 | | | 奖励 | | 处分 |
|  |  |  | |  | | |  | |  | | |  | | |  | |  |
| 加(扣)分 | |  |  |  | |  | | |  | |  | | |  | | |  | |  |
| 项目 | 评价内容 | | | | | | | | | 配  分 | | 初  核 | | | 复  核 | | | 评  语 | |
| 经验学识 | 学识经验能触类旁通，且常能提供改进意见 | | | | | | | | | 20 | |  | | |  | | | 初  评 | |
| 学识、经验较一般人良好 | | | | | | | | | 16 | |  | | |  | | |
| 肯上进，接受指导尚能应付工作 | | | | | | | | | 12 | |  | | |  | | |  | |
| 不甚至求上进，尚需继续加以训练 | | | | | | | | | 8 | |  | | |  | | |
| 对工作要求茫然无知，工作疏忽 | | | | | | | | | 4 | |  | | |  | | |
| 专业技能 | 极丰富的专业技能，能充分完成本职工作 | | | | | | | | | 20 | |  | | |  | | |
| 有相当的专业技能，足以应付本职工作 | | | | | | | | | 16 | |  | | |  | | |
| 专业技能一般，但对完成工作尚无阻碍 | | | | | | | | | 12 | |  | | |  | | | 复  评 | |
| 技能程度稍感不足，执行任务常需请教他人 | | | | | | | | | 8 | |  | | |  | | |
| 对工作必须技能不熟悉，日常工作难以完成 | | | | | | | | | 4 | |  | | |  | | |  | |
| 责任感 | 任劳任怨，竭尽所能完成任务 | | | | | | | | | 20 | |  | | |  | | |
| 工作努力，分内工作非常完善 | | | | | | | | | 16 | |  | | |  | | |
| 有责任心，能自动自发 | | | | | | | | | 12 | |  | | |  | | |
| 交付的工作需督促方能完成 | | | | | | | | | 8 | |  | | |  | | |
| 敷衍了事，无责任感，做事粗心大意 | | | | | | | | | 4 | |  | | |  | | | 分  数 | |
| 工作协调 | 与人协调无间，为工作顺利完成尽最大努力 | | | | | | | | | 20 | |  | | |  | | |
| 爱护团体，常协助别人 | | | | | | | | | 16 | |  | | |  | | |  | |
| 肯应别人要求帮助他人 | | | | | | | | | 12 | |  | | |  | | |
| 仅在必要与人协调的工作上与人合作 | | | | | | | | | 8 | |  | | |  | | | 等  级 | |
| 精神散漫，不肯与别人合作 | | | | | | | | | 4 | |  | | |  | | |
| 积极性 | 奉公守法，足为他人楷模 | | | | | | | | | 20 | |  | | |  | | |  | |
| 热心工作，支持公司方面的政策 | | | | | | | | | 16 | |  | | |  | | |
| 对本身工作感兴趣，不于工作时间开无聊玩笑 | | | | | | | | | 12 | |  | | |  | | |
| 工作无恒心、精神不振，不满现实 | | | | | | | | | 8 | |  | | |  | | |
| 态度傲慢，常唆使别人向厂方提不合理要求 | | | | | | | | | 4 | |  | | |  | | |
| 合计 | | | | | | | | | | | |  | | |  | | |
| 被评价人意见及希望： | | | | | | | | 评价人意见及希望： | | | | | | | | | | | |