

PROBATION/PROMOTION APPRAISAL FORM
试用期/升职评估表

General Instructions 说明:

This form is used for employee probation and promotion

本表格用于员工试用期/升职评估用途

Once completed, the form should be signed by both parties. A copy should also be sent to Human Resources.

评估完成后, 表格须由经评估双方共同签署, 人力资源部保存一份。

Performance Rating Scale: Which statement best reflects the employee's performance?

工作表现评估级别: 哪一项最佳称述员工的工作表现?

All sections will be measured using a 5 point rating scale.

全部采用5分制进行打分。

Consistently Exceeds Expectations 持续不断地超越期望 The employee consistently exceeds all the expectations for key responsibilities, key performance objectives and competencies. 员工在主要工作职责, 主要工作目标和工作能力等各方面持续不断地超越期望。	5
Frequently Exceeds Expectations 经常超越期望 The employee achieves and frequently exceeds expectations for key responsibilities, key performance objectives and competencies. 员工在主要工作职责, 主要工作目标和工作能力等各方面经常超越期望。	4
Meets Expectations 达到期望 The employee generally meets established expectations for key responsibilities, key performance objectives and competencies. 员工在主要工作职责, 主要工作目标和工作能力等各方面总体上达到期望。	3
Almost Attains Expectations 基本达到期望 The employee does not always meet all expectations for key responsibilities, key performance objectives or competencies. 员工在主要工作职责, 主要工作目标或工作能力等各方面不是总能达到期望。	2
Below Expectations 未达到期望 The employee does not meet expectations for key responsibilities, key performance objectives or competencies. 员工在主要工作职责, 主要工作目标或工作能力等各方面未达到期望。	1

PROBATION/PROMOTION APPRAISAL FORM

试用期 / 升职评估表

Part I - Personal Particulars 个人资料

Name 姓名:	丁相斌	Staff Identity Card No. 员工证编号:	000 277
Department 部门:	前厅部	Date Joined the Hotel 加入本酒店日期:	2025.05.19
Position 职位:	宾客服务接待员	Date Joined the Department 加入本部门日期:	2025. 05. 19
Grade 职级:	9		
☒ Probation Period 试用期/实习时间:			
From 由:		2025. 05. 19	To 至: 2025. 08. 18
☐ Promotion 晋升:			

Part II - Competencies (for staff at Band 8-10)

工作能力 (只适用于8-10级员工)

Competencies 工作能力	Score 分数
1. Teamwork 团队合作	4
2. Developing Self 自我发展	4
3. Adaptability 适应力	4
4. Reliability 可靠性	4
5. Taking Responsibility 承担责任	3
6. Customer Focus 客人第一	4
7. Cultural Awareness 熟悉企业文化	4
8. Understanding My Job 了解本职工作	4
9. Participation in training and implementation effect 培训参与度及实施效果	4

Part III - Competencies (for supervisor staff at Band 3-7)

工作能力 (只适用于3-7级员工)

Competencies 工作能力	Score 分数
1. Teamwork 团队合作	
2. Leading & Developing People 领导与发展员工	
3. Adaptability 适应力	
4. Problem Solving & Decision Making 问题解决与决策制定	
5. Drive For Results 力求结果	
6. Impact & Influence 影响力	
7. Customer Focus 客人第一	
8. Innovation 用于创新	
9. Cultural Awareness 熟悉企业文化	
10. Understanding the Business 了解生意状况并有生意头脑	
11. Participation in training and implementation effect 培训参与度及实施效果	

Part IV - Overall Rating 总括评分

5 ☐	4 ☒	3 ☐	2 ☐	1 ☐
Consistently Exceeds Expectations 持续不断地超越期望	Frequently Exceeds Expectations 经常超越期望	Meets Expectations 达到期望	Almost Attains Expectations 基本达到期望	Below Expectations 未达到期望

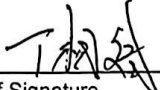
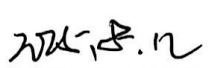
Part V - General Comments 评语

Staff Comments 员工意见:

员工餐厅改善, 福利待遇有待提高

Reviewer's Comments 评估人意见:

该员工自入职以来, 在试用期内表现优异, 已完全胜任前台岗位要求。工作态度积极主动, 责任心强, 服务意识突出, 始终以热情、专业的形象接待宾客, 业务技能扎实, 能熟练掌握酒店系统操作、预订管理、入住/退房流程及账务处理, 高效准确。综上, 该员工综合素质优秀, 符合转正要求, 同意按期转为正式员工, 建议予以批准。

			
Staff Signature	Date	Reviewer's Signature	Date
员工签署	日期	评估人签署	日期

Part VI - Probation (For Probationers Only)

试用期/实习期 (只适用于试用期/实习期之员工)

☒ Confirmed as Permanent staff effective
录用为正式员工, 生效日期为: 2025.08.19

☒ Revision of monthly salary to RMB
每月薪金调整为: 3200.00

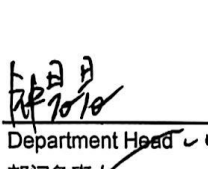
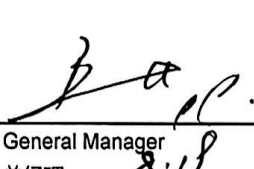
☐ Extension of probation from to
延长试用期由: 至:

☐ Reason
原因:

☐ Recommended for termination effective
建议解雇, 生效日期为:

☐ Reason
原因:

Approved by 批准:

			
Department Head	Training Manager	Director of Human Resources	General Manager
部门负责人	培训经理	人力资源总监	总经理
Date 日期: 2025.8.12	Date 日期:	Date 日期:	Date 日期: 8.19

Part VII - Promotion (For Promotion Only)

升职 (只适用于升职之员工)

New Position	Grade
新职位:	职级:
Present Salary	Proposed Salary
现有薪金:	建议薪金:
Effective date of promotion	
晋升的生效日期:	
Additional comments by department head	
部门经理评语:	

Approved by 批准:

Department Head	Department Director	Director of Human Resources	General Manager
部门经理	部门总监	人力资源总监	总经理
Date 日期:	Date 日期:	Date 日期:	Date 日期: