

PROBATION/PROMOTION APPRAISAL FORM

试用期 / 升职评估表

Part I - Personal Particulars 个人资料

Name 姓名: 徐刘宇	Staff Identity Card No. 员工证编号: 000301	
Department 部门: 餐饮厨房	Date Joined the Hotel 入职日期: 2025/07/11	
Position 职位: 冷菜厨师	Grade 职级: L10	
☒ Probation Completed 转正	☐ Promotion 晋升	☐ Salary Adjustment 薪资调整

☐ Probation/Promotion/Salary Adjustment Period from 评估周期由: 2025/7/11	To 至: 2025/10/10
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Part II - Competencies 工作能力

For staff at Band 8-10 只适用于8-10级员工	分数	For supervisor staff at Band 3-7 只适用于3-7级员工	分数
1. Teamwork 团队合作	3	1. Teamwork 团队合作	
2. Developing Self 自我发展	3	2. Leading & Developing People 领导与发展员工	
3. Adaptability 适应力	4	3. Adaptability 适应力	
4. Reliability 可靠性	4	4. Problem Solving & Decision Making 问题解决与决策制定	
5. Taking Responsibility 承担责任	3	5. Drive For Results 力求结果	
6. Customer Focus 客人第一	3	6. Impact & Influence 影响力	
7. Cultural Awareness 熟悉企业文化	2	7. Customer Focus 客人第一	
8. Understanding My Job 了解本职工作	3	8. Innovation 用于创新	
9. Participation in training and implementation effect 培训参与度及实施效果	3	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 III - Overall Rating 总结评分

5 ☐	4 ☐	3 ☒	2 ☐	1 ☐
Consistently Exceeds III 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 VI - General Comments 评语

Staff Comments 员工意见:

徐刘宇

Reviewer's Comments 评估人意见:

勤快, 乐于助人, 服从安排。

Approved by 批准:

[Signature]

Department Head

部门负责人

Date 日期:

[Signature]

Training Manager

培训经理

Date 日期:

[Signature]

Director of Human Resources

人力资源总监

Date 日期:

[Signature]

General Manager

总经理

Date 日期:

General Instructions 说明:

This form is used for employee probation, promotion and salary adjustment.

本表格用于员工试用期、升职和薪资调整评估用途。

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。

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

全部采用5分制进行打分。

正本: 人力资源部 (存员工个人档案)

Original copy: Human Resources (for employee personal file)