

PROBATION/PROMOTION APPRAISAL FORM

试用期 / 升职评估表

Part I - Personal Particulars 个人资料

Name 姓名: 吴晓娟	Staff Identity Card No. 员工证编号: 000299
Department 部门: 餐饮部	Date Joined the Hotel 入职日期: 2025年7月8日
Position 职位: 西餐厅服务员	Grade 职级: 19

☒ Probation Completed 转正	☐ Promotion 晋升	☐ Salary Adjustment 薪资调整
--	---------------------------------------	---

☐ Probation/Promotion/Salary Adjustment Period from 评估周期由:	To 至:
---	-------

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	4	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	4	5. Drive For Results 力求结果	
6. Customer Focus 客人第一	4	6. Impact & Influence 影响力	
7. Cultural Awareness 熟悉企业文化	3	7. Customer Focus 客人第一	
8. Understanding My Job 了解本职工作	4	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 总括评分

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:

入职正伟盛荣幸,在综合会更加努力,将以实干助力公司的发展。

Reviewer's Comments 评估人意见:

该员工入职以来认真负责,主动承担责任,积极学习,与同事间相处融洽。

Approved by 批准:

Department Head
部门负责人
Date 日期:

Training Manager
培训经理
Date 日期:

Director of Human Resources
人力资源总监
Date 日期: 19.9.2025

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)