

PROBATION/PROMOTION APPRAISAL FORM

试用期 / 升职评估表

Part I - Personal Particulars 个人资料

Name 姓名: 周斌	Staff Identity Card No. 员工证编号: 000306	
Department 部门: 餐饮 厨师	Date Joined the Hotel 入职日期: 2025.8.12	
Position 职位: 饼房厨师	Grade 职级: 09	
☒ Probation Completed 转正	☐ Promotion 晋升	☒ Salary Adjustment 薪资调整

☐ Probation/Promotion/Salary Adjustment Period from 评估周期由: 2025-8-12	To 至: 2025-11-11
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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	3	3. Adaptability 适应力	
4. Reliability 可靠性	3	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	3	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		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 ☐ Consistently Exceeds III Expectations 持续不断地超越期望	4 ☒ Frequently Exceeds Expectations 经常超越期望	3 ☒ Meets Expectations 达到期望	2 ☐ Almost Attains Expectations 基本达到期望	1 ☐ Below Expectations 未达到期望
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Part VI - General Comments 评语

Staff Comments 员工意见:

到酒店这3个月以来,酒店给我的平台是对我最大的激励,同事的帮助,领导的不懈帮助让我对饼房厨师一职有更加的认识和理解,未来我会更加努力,再接再厉!

Reviewer's Comments 评估人意见:

这段时间的工作中,跟同事相处融洽,有团队精神,在今后工作中继续保持加强学习。

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:

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)