人员能力评价记录表

Personnel competency evaluation record form

ZTT/QR-07-05-a

|  |  |
| --- | --- |
| 岗位：  Post | {{capacity.postName}} |
| 姓名：  Name: | {{capacity.userName}} |
| 学历：  Degree: | {{capacity.officialAcademicRedentials}} |
| 专业：  Specialized: | {{capacity.major}} |
| 职称：  Job title: | {{capacity.professionalTitle}} |
| 工作经历：  Work experience | {{capacity.placeWork}} |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 序号No. | 评估项  Evaluation items | 查核结果  Check the results | 符合与否  Compliant or not | 备注  Remark |
|  | 学历  Degree | {{capacity.academicDegree}} | {{capacity.academicConformNot1}}符 合 {{capacity.academicConformNot1}}conform  {{capacity.academicConformNot2}}不符合{{capacity.academicConformNot2}}[inconformity](javascript:;)  {{capacity.academicConformNot3}}不适用{{capacity.academicConformNot3}}not applicable | {{capacity.academicRemarks}} |
|  | 相关工作年限  Relevant years of service | {{capacity.relatedYears}} | {{capacity.relatedYearsConformNot1}}符 合 {{capacity.relatedYearsConformNot1}}conform  {{capacity.relatedYearsConformNot2}}不符合{{capacity.relatedYearsConformNot2}}[inconformity](javascript:;)  {{capacity.relatedYearsConformNot3}}不适用{{capacity.relatedYearsConformNot3}}not applicable | {{capacity.relatedYearsRemarks}} |
|  | 相关培训  Relevant training | {{capacity.relatedTraining}} | {{capacity.relatedTrainingConformNot1}}符 合 {{capacity.relatedTrainingConformNot1}}conform  {{capacity.relatedTrainingConformNot2}}不符合{{capacity.relatedTrainingConformNot2}}[inconformity](javascript:;)  {{capacity.relatedTrainingConformNot3}}不适用{{capacity.relatedTrainingConformNot3}}not applicable | {{capacity.relatedTrainingRemarks}} |
|  | 相关经验  Relevant experience | {{capacity.relevantExperience}} | {{capacity.relevantExperienceConformNot1}}符 合 {{capacity.relevantExperienceConformNot1}}conform  {{capacity.relevantExperienceConformNot2}}不符合{{capacity.relevantExperienceConformNot2}}[inconformity](javascript:;)  {{capacity.relevantExperienceConformNot3}}不适用{{capacity.relevantExperienceConformNot3}}not applicable | {{capacity.relevantExperienceRemarks}} |
|  | 上岗证  Entry card | {{capacity.workLicense}} | {{capacity.workLicenseConformNot1}}符 合 {{capacity.workLicenseConformNot1}}conform  {{capacity.workLicenseConformNot2}}不符合{{capacity.workLicenseConformNot2}}[inconformity](javascript:;)  {{capacity.workLicenseConformNot3}}不适用{{capacity.workLicenseConformNot3}}not applicable | {{capacity.workLicenseRemarks}} |
|  | 岗位职责  Job Responsibilities | {{capacity.jobResponsibilities1}}熟悉本岗位的产品检测样品制备和相关产品基础知识  {{capacity.jobResponsibilities2}}熟悉本岗位样品检测流程  {{capacity.jobResponsibilities3}}正确熟练操作本岗位仪表设备  {{capacity.jobResponsibilities4}}熟悉本岗位相关检测标准  {{capacity.jobResponsibilities5}}熟悉本岗位产品性能及结果判断、分析  {{capacity.jobResponsibilities6}}完成相应的厂验、认证  {{capacity.jobResponsibilities7}}编写相关检测手顺  {{capacity.jobResponsibilities8}}了解仪器设备基本结构与简单维护保养  {{capacity.jobResponsibilities9}}具备技能培训的能力  {{capacity.jobResponsibilities10}}具备检测仪器改造能力 | {{capacity.jobResponsibilitiesConformNot1}}符 合 {{capacity.jobResponsibilitiesConformNot1}}conform  {{capacity.jobResponsibilitiesConformNot2}}不符合{{capacity.jobResponsibilitiesConformNot2}}[inconformity](javascript:;)  {{capacity.jobResponsibilitiesConformNot3}}不适用{{capacity.jobResponsibilitiesConformNot3}}not applicable | {{capacity.jobResponsibilitiesRemarks}} |

备注：岗位职责达到5项及5项以上为符合

综合评价： {{capacity.comprehensiveAssessment1}}可胜任该岗位Qualified for the position

Evaluation results： {{capacity.comprehensiveAssessment2}}可边培训边上岗You can work while training

{{capacity.comprehensiveAssessment3}}不胜任该岗位Incompetent for the position

确认人： 确认日期：

Confirm person Confirm the date