

內部文件 (人事) RESTRICTED (STAFF)

Summer Intern Staff Performance Appraisal

發文人 From : Mark Mak 受文人 To : _____
檔號 Ref. : _____ via _____
電話 Tel No. : 3842 6289 (Countersigning Officer)
日期 Date : 26 Aug 2020

受核人姓名 *先生/太太/女士/小姐
Name of Appraisee *~~Mr/Mrs/Ms/Miss~~ Hui Ka Wong
評核期 由 _____ 至 _____
Appraisal Period : From 2/7/2020 to 26/8/2020
科/組
Division/Section : Traffic Survey and Support Division

職務簡述(請列出各項職務所佔時間的百分比)

Brief Description of Duties (with%) :

ITS Network Services Request System [Software Development]

整體工作表現 * 優 / 良 / 常 / 可 / 差 / 劣
Overall Performance : * Outstanding / Very Effective / Effective / Moderate / Poor / Very Poor

總評
General Remarks : Mr. Hui has demonstrated his drive and technical skill in the assigned project. The deliverables are well-appreciated.

評核人簽署
Appraising Officer's Signature : Mark Mak
姓名
Name : Mark Mak
職級
Rank : CSPM

* delete where appropriate
刪去不適用者

本人得知本報告內容。
I have read this report.

受核人簽署
Appraisee's Signature: Kr
日期
Date : 26-8-2020

受核人有權按照《個人資料(私隱)條例》的規定, 要求查閱或改正填報於本表格內的個人資料。視乎職系管方的規定, 受核人可按有關部門通告/內部通告的指引, 以書面向所屬部門的保障個人資料(私隱)主任提出申請。

The appraisees have the right to request access to or correction of personal data provided on this form in accordance with the provisions of the Personal Data (Privacy) Ordinance. Such requests must be made in writing to the Personal Data Privacy Officer(DATPRO) of the department as promulgated in relevant departmental/internal circulars.