**员工转正表**

**Probationary Employee Review**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **部门**  **Department** | | | GCS02 | | | **职位**  **Position** | | | | Web前端开发 | | |
| **英文名**  **English Name** | | | rafael | | | **员工编号**  **Employee number** | | | |  | | |
| **入职时间**  **Probation begin date** | | | 2021-8-17 | | | **正常转正时间**  **Normal probation end date** | | | |  | | |
| **实际转正时间**  **Actual probation end date** |  | | | **是否提前转正**  **Whether become a regular staff in advance** | | | □ **是 Yes** | | **提前转正天数**  **How many days of become a regular staff in advance** | | |  |
| □ **否 No** | |
| **员工自评**  **Self-evaluation** | | *工作认真负责，活动任务尽快完成不拖拉和协助论坛的后台管理系统的开发；融入团队良好文化氛围，积极沟通协助解决问题，希望日后做的更好,谢谢*  **员工签字Signature： rafael 日期Date： 2021-11-9 \_** | | | | | | | | | | |
| **部门评价**  **Departmental evaluation** | |  | | | | | | | | | | |
| **综合评价**  **Comprehensive evaluation** | | **建议转正日期**  **Suggesting date of ending probation** | | |  | | | **建议转正薪资**  **Suggesting salary of regular employee** | | |  | |
| **部门主管审批** | | |  | | | **审批日期** | | |  | |
| **负责人审批** | | |  | | | **审批日期** | | |  | |
| **人资负责人审批** | | |  | | | **审批日期** | | |  | |
| **薪酬确认** | | |  | | | **确认日期** | | |  | |
| **员工关系确认** | | |  | | | **确认日期** | | |  | |
| **备注**  **Remarks** | | **1、 若员工试用期间请假时间过长，需延长试用期；**  **IF Employees have a long leave period during the probationary period and it need to extend their probationary period；**  **2、人资部负责审核该转正申请人是否遵守公司制度及出勤情况。**  **The human resources department if responsible for the review of the applicant's compliance with the company rules and attendance。** | | | | | | | | | | |