

# Extend Analysis Report 績效延長考核分析報告

Emp. Name	Mr. Het Vyas	Department	Production
Emp. Code	170081	Section	Tire Building

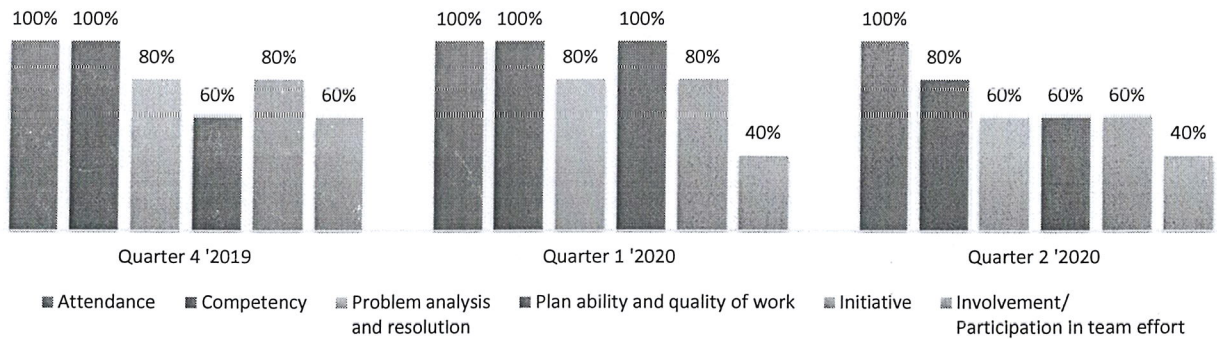
## \*Evaluation items

### Assessment Parameters

- 1. Proficiency/competency in work(工作職能)** : The capacity to understand a situation and to act reasonably, Creativity & innovatively.
- 2. Problem analysis and resolution(問題分析及解決能力)** : Ability to gather and analyse relevant data to solve problems and make decisions within the scope of authority.
- 3. Plan ability and Quality of Work(工作計畫與品質)** : Can prepare action plan for short-term or long-term also follow it and maintain 'Quality Standard' of work.
- 4. Initiative(工作積極性)** : Shows a positive attitude & motivation towards work and the organization. Consistently developing new initiatives to ensure continued growth.
- 5. Involvement/participation in team effort(團隊合作)** : Can inspire confidence in others and creates enthusiasm and ensures collaboration amongst team members to attain stated objectives.

## \*Analysis Chart

### Performance Analysis



## \*Remarks (comments by department head)

Manpower handling is poor, Production achievement rate is low.  
Improvement Project: To reduce FM defect before repair PPM from 1183 to 1130 PPM by Aug-2020.

## \*Evaluation

On the basis of your past performance we observed that you required significant improvement in the Plan ability & quality of work, Involvement/ Participation in team effort & problem analysis and resolution and initiative.

## \*Note :

As per previous performance record, HR mention the content to find the employee's weakness and supervisor confirm the PIP item.

依據考核紀錄，人資部列出其內容並協助確認員工弱項。

## Approval

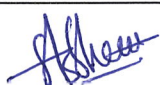
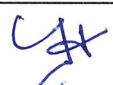
Department Head	Section Head	Employee Sign

# Performance improvement Plan Form (PIP) 績效改善計畫表













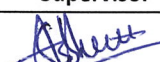
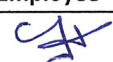
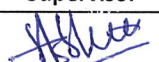
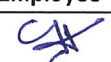
Emp. Name	Mr. Het Vyas			Emp. Code	170081
Department	Production			Section	Tire Building
PIP Plan	Month	Month	Month	D.O.J	14-03-2017
	July'20	August'20	September'20	Extend Period	3 Months
Reprting Person	LIU, CHAN-YING		Under Observation		

## A. PIP Work Plan (改善計畫):









- (i) Production achievement rate :- more than 95 %
- (ii) Defect rate :- Need to reduce below 1100 ppm  
(CFM-defect)
- (iii) 5-S improvement :- Visually OK
- (iv) Kaizen :- Every month 1
- (v) Need to improve team management

Work Plan Approval	Supervisor	Employee
		

## B. PIP Evaluation (績效改善評核):

Evaluation Parameters		Month -1		Month -2	
1	Production achievement				
2	FM defect rate				
3	5-S				
4	Kaizen				
5	Team management				
6					
Monthly Approval		Supervisor	Employee	Supervisor	Employee
					

## \* Comments :

Result				Final Approval		
Pass		Fails		Plant Head	Department Head	Section Head
Remarks : Evaluation Criteria						
25% 	50% 	75% 	100% 			
Lower Performer (Need to Learn a lot)	Middle Level Performer (Need Supervisory Support)	Satisfactory Performer (Work independently)	Excellent performer (Ability to lead others)	1. In "B" part Columns can add as per improvement plan. B部分依照改善計畫提出評核項目。 2. Evaluate the performance continuously for 2 months' under PIP. 持續評核兩個月。 3.Pass definition : Required 75% or more in every PIP period (2 months). 通過: 每月評核結果高於75%。 4.Fail definition : less than 75% in any evaluation item . 未通過: 任一評核項目結果小於75%。		