

Training / Probation Period During Review Form (For Staff) 訓練期/試用期/期滿評核表(大專人員)

A. Employee Information										
Employee Name		Employee Code		Designation						
Dept./ Section		DOJ		Review Month						
Qualification		Previous Experience		Reporting to						
Period	<input type="checkbox"/> Training Period <input type="checkbox"/> Probation Period									
B. Attendance Detail							10%			
Actual working Days	Actual Present Days	CL	SL	PL	LWP	Absent days	Scores			
C. Performance Review (To be filled by the Appraiser)							90%			
Assessment Parameters					%	5	4	3	2	1
1. Job Knowledge(工作知識) : In-depth technical knowledge of related areas to his / her function and keeping abreast with the latest developments in his / her functional area.					15					
2. Planning, Organising & Resourcefulness (有組織性的規劃) : Organizes activities in terms of importance and priority and establishes schedules to complete assignments in time and is also able to deliver results under stress conditions.					15					
3. Technical Skills(工作技巧) : Consider proficiency of technical/computer skills; ability to apply technical and computer skills to complete work.					15					
4. Initiative Approach(積極主動性) : Taking initiative to achieve goals and complete assignments.					15					
5. Willingness to learn(學習動機) : Being motivated to learn new skills & technology.					15					
6. Communication skills(溝通技巧) : Can effectively express ideas and opinions and provide information with clarity on a one to one level and to a group as a whole.					15					
*(1) Mark a V (tick) against the appropriate rating. 5= Excellent(傑出), 4=Good(良好), 3=mediocre(尚符需求), 2=Improvement Required(須改進), 1=Fail(不適任) *(2) 評核項目轉換分數:勾選選項*3分 (最高為15分, 最低為3分)										
7. Recommendation & Areas of Improvement, Observation/Comment of supervisor : 建議及改進項目:										
Remarks				Total Score	Approvals					
1. Part A & B provided by HR Dept. A及B部分由人資提供。 2. Review employees' performance in this period and give feedback or guidance in point 7. 評核該區間之表現並給予回饋。 3. Fail definition: 不適任說明 : Training: 訓練期 (1) scores are 55 or below 55 in the three months continuously, (2) Average Score is 55 or below 55. 連續三次低於55分或平均低於55分 Probation: 試用期 (1) scores are 60 or below 60 in the three months continuously (2) Average Score is 60 or below 60 連續三次低於60分或平均低於60分 In these two cases Employee services would be terminated. Retention Period: Keep until the employee's relieving period is completed					Department Head	Section Head	Employee Signature			

reliving period is completed