年度考核登记表（${year} 年度）

科室： ${department} 工号： ${JobNumber}

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 姓名 | | ${name} | 现聘任职务（岗位） | | ${post} | | | 病假(天) | | ${sickLeave} | |
| 家庭地址 | | ${address} | | | | | | 事假(天) | | ${compassionateLeave} | |
| 固定电话 | | ${fixedTelephone} | 手机 | | ${cellphone} | | | 产休假(天) | | ${holiday} | |
| 学会任职 | | ${serve} | | | | | | 合计(天) | | ${total} | |
| 请对照岗位职责，将本年度取得成绩（徳、能、勤、绩）进行小结 | | | | | | | | | | | |
| ${summary^p}  ${summary} | | | | | | | | | | | |
| 还需提高的方面及明年打算 | | | | | | | | | | | |
|  | | | | | | | | | | | |
| 本人签名 年 月 日 | | | | | | | | | | | |
| 科  室  考  核  意  见 | ${departmentAssessment^p}  ${departmentAssessment} | | | | | | | | | | |
| 科  室  评  价 | 考核等次  评价项目 | | | 优秀 | | 良好 | 达标 | | 尚可 | | 欠缺 |
| 团队协作、奉献精神 | | | ${row1cell1} | | ${row1cell2} | ${row1cell3} | | ${row1cell4} | | ${row1cell5} |
| 完成工作数量 | | | ${row2cell1} | | ${row2cell2} | ${row2cell3} | | ${row2cell4} | | ${row2cell5} |
| 完成工作质量 | | | ${row3cell1} | | ${row3cell2} | ${row3cell3} | | ${row3cell4} | | ${row3cell5} |
| 遵守劳动纪律、规章制度 | | | ${row4cell1} | | ${row4cell2} | ${row4cell3} | | ${row4cell4} | | ${row4cell5} |
| 考核等级 | | | 优秀 | | 良好 | 合格 | | 基本合格 | | 不合格 |
|  | | | ${row5cell1} | | ${row5cell2} | ${row5cell3} | | ${row5cell4} | | ${row5cell5} |
| 科室负责人签名： 年 月 日 | | | | | | | | | | |
| 被  考  核  人  意  见 | ${OpinionExamination^p}  ${OpinionExamination}  被考核人签名： 年 月 日 | | | | | | | | | | |
| 院  部  复  核  意  见 | ${orderReviewComments^p}  ${orderReviewComments}  年 月 日 | | | | | | | | | | |
| 备  注 | ${remarks^p}  ${remarks} | | | | | | | | | | |