

Cross Training Evaluation 交叉培训评估

A. EMPLOYEE DETAILS 员工情况

Name 名字: _____
 Sending Hotel 送出酒店: _____
 Training Period 培训期: _____

Position 职位: _____
 Receiving Hotel 接收酒店: _____
 Evaluator 评估员: _____

B. PERFORMANCE RATING 工作表现评估

Please rate the employee's performance based on the criteria given. Write down your numerical rating on the right-end column of the table below. You are advised to conduct an interview with the trainee before submitting this form. Thank you.

请根据给出的标准来评估员工的实际工作表现，将得分写在最右边的空格里。请在与员工面对面评估后再将表格上交。谢谢。

Criteria 标准	Performance Rating 表现等级						Your 您的 Rating评分				
1. ATTENDANCE 出勤 Punctuality / tardiness 准时性	Very punctual 非常准时	5	Rarely late 极少迟到	4	Occasionally late 偶尔迟到	3	Often late 经常迟到	2	Frequently late 总是迟到	1	
2. ATTITUDE 态度 Team building / cooperativeness团队合作	Excellent team builder 极好的团队合作者	5	Good team builder 很好的团队合作者	4	Cooperative 合作	3	Relatively less cooperative 相对不太合作	2	Passive 被动	1	
3. APPEARANCE 外表 Grooming 仪容	Smart, very well groomed 潇洒大方	5	Well groomed 很得体	4	Fairly smart 大方	3	Acceptable grooming 可以接受的仪容	2	Rooms for improvement 需要提高	1	
4. PERSONALITY 个性	Very well-liked & outgoing 极受欢迎	5	Gets along well 与人相处良好	4	Acceptable personality 可接受的个性	3	Less outspoken 很少坦率直言	2	Timid 胆小羞怯	1	
5. SKILLS/PRODUCTIVITY技能劳动生产力 Output quantity / aptitude / ability	Excellent aptitude&output 任务完成的极好	5	Good aptitude&output 任务完成的很好	4	Acceptable skill level 可以接受的技能水平	3	More training needed 需要多些培训	2	Intensive training needed 需要大量培训	1	
6. QUALITY OF WORK 工作的质量 Performance standards 工作水准	Exceeds requirement 超越需求	5	Produces quality work 高质量的工作	4	Acceptable level 可以接受的水平	3	Rooms for improvement 需要提高	2	Close supervision required 需要密切的督导	1	
7. INITIATIVE 积极主动性 Originating action / perseverance	Very constructive 很有建设性	5	Needs minimal supervision 需要极少的督导	4	Does what is required only 只做要求的活	3	Needs Constant supervision 需要持续的督导	2	Reacts rather than initiate	1	
8. RELIABILITY 可靠性 Diligence / honesty 勤奋、诚实	Very dependable 非常可靠	5	Dependable 可靠	4	Follows instruction 根据指示执行	3	Needs frequent checking 需要频繁地检查	2	Seeks assistance frequent 频繁地需要帮助	1	
9. RESPONSIBILITY 责任心	Very responsible 非常有责任心	5	Responsible enough 有足够的责任心	4	Responsible but can improve有责任心但仍需提高	3	Dependent 有依赖性	2	Needs more discipline 需要更多的纪律约束	1	
10. STAFF RELATIONS 员工关系 Work relationship 工作关系	Work in harmony 能与人合作愉快	5	Good employee relation 员工关系良好	4	Get along with others 能与人融洽相处	3	Performs better when work independently单干时 更有效率	2	Hard to work with 很难与其工作	1	
11. GUEST RELATIONS对客关系 Public relation skills 公共关系技巧	Professional & Polite 专业而且有礼貌	5	Well-mannered 有礼貌的	4	Adequate social skills 有足够的社交技巧	3	Less sociable 不好交际	2	Not service-oriented 不以服务为导向	1	
12. POTENTIAL 潜力 Future possibilities 未来的可能性	Outstanding 出类拔萃	5	Bright future 光辉前程	4	Potential needs polishing 潜力需要再打磨	3	Potential not shown 没看到潜力	2	Not suitable 不合适	1	

C. COMMENTS 点评

- Employee's overall job performance 员工的整体工作表现: _____

- Employee's ability to handle work pressures 员工处理工作压力的能力: _____

- Employee's achievements during the cross training 员工在交叉培训期间的工作成绩: _____

- Other comments 其他意见: _____

 Evaluator's Signature 评估者签名
 Date 日期: _____

 Employee's Signature 员工签名
 Date 日期: _____