

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	Rarely late 5 极少迟到	Occasionally late 4 偶尔迟到	Often late 3 经常迟到	Frequently late 2 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	Good team builder 5 很好的团队合作者	Cooperative 4 合作	Relatively less cooperative 3 相对不太合作	Passive 2 被动	1	
3. APPEARANCE 外表 Grooming 仪容	Smart, very well groomed 潇洒大方	Well groomed 5 很得体	Fairly smart 4 大方	Acceptable grooming 3 可以接受的仪容	Rooms for improvement 2 需要提高	1	
4. PERSONALITY 个性	Very well-liked & outgoing 极受欢迎	Gets along well 5 与人相处良好	Acceptable personality 4 可接受的个性	Less outspoken 3 很少坦率直言	Timid 2 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	Good aptitude&output 5 任务完成的很好	Acceptable skill level 4 可以接受的技能水平	More training needed 3 需要多些培训	Intensive training needed 2 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	Produces quality work 5 高质量的工作	Acceptable level 4 可以接受的水平	Rooms for improvement 3 需要提高	Close supervision required 2 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	Needs minimal supervision 5 需要极少的督导	Does what is required 4 only 只做要求的活	Needs Constant supervision 3 需要持续的督导	Reacts rather than initiate 2 than initiate	1	
8. RELIABILITY 可靠性 Diligence / honesty 勤奋、诚实	Very dependable 非常可靠	Dependable 5 可靠	Follows instruction 4 根据指示执行	Needs frequent checkin 3 需要频繁地检查	Seeks assistance frequently 2 频繁地需要帮助	1	
9. RESPONSIBILITY 责任心	Very responsible 非常有责任心	Responsible enough 5 有足够的责任心	Responsible but can improve 4 有责任心但仍有提高	Dependent 3 有依赖性	Needs more discipline 2 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	Good employee relation 5 员工关系良好	Get along with others 4 能与人融洽相处	Performs better when work independently 3 单干时更有效率	Hard to work with 2 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	Well-mannered 5 有礼貌的	Adequate social skills 4 有足够的社交技巧	Less sociable 3 不好交际	Not service-oriented 2 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	Bright future 5 光辉前程	Potential needs polishing 4 潜力需要再打磨	Potential not shown 3 没看到潜力	Not suitable 2 不合适	1	

C. COMMENTS 点评

1. Employee's overall job performance 员工的整体工作表现：

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

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

4. 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: