新進人員面談記錄表

編號： 年　　月　　日

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 應徵項目 | |  | | | | |  | | | | |  | | | | |
| 編　　號 | |  | | | | |  | | | | |  | | | | |
| 姓　　名 | |  | | | | |  | | | | |  | | | | |
| 年歲／性別 | | 歲／□男 □女 | | | | | 歲／□男 □女 | | | | | 歲／□男 □女 | | | | |
| 學歷／科號 | |  | | | | |  | | | | |  | | | | |
| 優點  （個性、能力） | |  | | | | |  | | | | |  | | | | |
| 缺點  （個性、能力） | |  | | | | |  | | | | |  | | | | |
| 專長 | |  | | | | |  | | | | |  | | | | |
| 評  核 |  | 優 | 佳 | 可 | 勉強 | 差 | 優 | 佳 | 可 | 勉強 | 差 | 優 | 佳 | 可 | 勉強 | 差 |
| 經　驗 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 學　識 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 反　應 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 談　吐 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 個　性 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 綜合  評語 | |  | | | | |  | | | | |  | | | | |
| 可上班日期 | | 月　日(通知後　天) | | | | | 月　日(通知後　天) | | | | | 月　日(通知後　天) | | | | |
| 希望待遇  最低待遇 | | 元  　　　　　　　　　元 | | | | | 元  　　　　　　　　　元 | | | | | 元  　　　　　　　　　元 | | | | |
| 筆試成績 | |  | | | | |  | | | | |  | | | | |
| 結論 | |  | | | | |  | | | | |  | | | | |
| 評審人  簽名 | |  | | | | |  | | | | |  | | | | |