考　核　表

（一般職員） 年　　月　　日

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 姓  名 |  | | | | | | 部  門 |  | | | | | 職  稱 |  | | | | | | 性  別 | |  | | | 到日  職期 | 年　 月 　日 | |
| 出獎  勤懲 | | 遲到 | 曠職 | 娩假 | | 事假 | | | 病假 | 婚假 | 喪假 | 申誡 | | | 小過 | | 大過 | | 嘉獎 | | 小功 | | | 大功 | | 考  勤  分  數 |  |
| 次 | 日 | 日 | | 日 | | | 日 | 日 | 日 | 次 | | | 次 | | 次 | | 次 | | 次 | | | 次 | |
| 加扣分 | | － | － |  | | － | | | － |  |  | － | | | － | | － | | ＋ | | ＋ | | | ＋ | |
| 項目 | 考　　　　核　　　　內　　　　容 | | | | | | | | | | | | | | | 最分  高數 | | 自行  評分 | | 初核  評分 | | | 複核  評分 | | | 初核評語 | |
| 專業知識 | 具有豐富之專業知識，並能充份發揮完成任務 | | | | | | | | | | | | | | | 15 | |  | |  | | |  | | |  | |
| 具有相當之專業知識，能順利完成任務 | | | | | | | | | | | | | | | 13 | |  | |  | | |  | | |  | |
| 具有一般之專業知識，能符合職責需要 | | | | | | | | | | | | | | | 11 | |  | |  | | |  | | |  | |
| 專業知識不足，影響工作進展 | | | | | | | | | | | | | | | 8 | |  | |  | | |  | | |  | |
| 缺乏專業知識，無成效可言 | | | | | | | | | | | | | | | 5 | |  | |  | | |  | | |  | |
| 發展潛力 | 學識、涵養俱優，極具發展潛力 | | | | | | | | | | | | | | | 10 | |  | |  | | |  | | |  | |
| 具有相當之學識、涵養，具發展潛力 | | | | | | | | | | | | | | | 8 | |  | |  | | |  | | |  | |
| 稍有學識、涵養，可以培育訓練 | | | | | | | | | | | | | | | 7 | |  | |  | | |  | | |  | |
| 學識、涵養稍有不足，不適培育訓練 | | | | | | | | | | | | | | | 5 | |  | |  | | |  | | |  | |
| 缺乏學識、涵養，不具發展潛力 | | | | | | | | | | | | | | | 3 | |  | |  | | |  | | |  | |
| 工  作  績  效 | 工作效率高，具有卓越創意 | | | | | | | | | | | | | | | 20 | |  | |  | | |  | | |  | |
| 能勝任工作，效率較標準高 | | | | | | | | | | | | | | | 17 | |  | |  | | |  | | |  | |
| 工作不誤期，表現符合要求 | | | | | | | | | | | | | | | 14 | |  | |  | | |  | | |  | |
| 勉強適任工作，無甚表現 | | | | | | | | | | | | | | | 10 | |  | |  | | |  | | |  | |
| 工作效率低、時有差錯 | | | | | | | | | | | | | | | 7 | |  | |  | | |  | | |  | |
| 責  任  感 | 具有積極責任心，能徹底達成任務，可以放心交付工作 | | | | | | | | | | | | | | | 15 | |  | |  | | |  | | | 複核評語 | |
| 具有責任心，能順利完成任務，可以交付工作 | | | | | | | | | | | | | | | 13 | |  | |  | | |  | | |  | |
| 尚有責任心，能如期完成任務 | | | | | | | | | | | | | | | 11 | |  | |  | | |  | | |  | |
| 責任心不強，需有人督促，方能完成工作 | | | | | | | | | | | | | | | 8 | |  | |  | | |  | | |  | |
| 欠缺責任心，時時督促，亦不能如期完成工作 | | | | | | | | | | | | | | | 5 | |  | |  | | |  | | |  | |
| 協  調  合作 | 善於上下溝通、平行協調，能自動自發與人合作 | | | | | | | | | | | | | | | 10 | |  | |  | | |  | | |  | |
| 樂意與人協調溝通，順利達成任務 | | | | | | | | | | | | | | | 8 | |  | |  | | |  | | |  | |
| 尚能與人合作，達成工作要求 | | | | | | | | | | | | | | | 7 | |  | |  | | |  | | |  | |
| 協調不善，致使工作發生困難 | | | | | | | | | | | | | | | 5 | |  | |  | | |  | | |  | |
| 無法與人協調，致使工作無法進行 | | | | | | | | | | | | | | | 3 | |  | |  | | |  | | |  | |
| 出勤狀況 | 全勤 | | | | | | | | | | | | | | | 10 | |  | |  | | |  | | |  | |
| 無遲到、早退，能事先請假 | | | | | | | | | | | | | | | 8 | |  | |  | | |  | | |  | |
| 偶有遲到，尚未超過規定 | | | | | | | | | | | | | | | 7 | |  | |  | | |  | | |  | |
| 時有遲到或補辦請假手續 | | | | | | | | | | | | | | | 5 | |  | |  | | |  | | |  | |
| 經常利用上班時間處理私務或擅離工作崗位不假外出 | | | | | | | | | | | | | | | 3 | |  | |  | | |  | | |  | |
| 品德言行 | 品性廉潔、言行誠信、守正不阿，足為楷模 | | | | | | | | | | | | | | | 10 | |  | |  | | |  | | |  | |
| 品行誠實，言行規律，平易近人 | | | | | | | | | | | | | | | 8 | |  | |  | | |  | | |  | |
| 言行尚屬正常，無越軌行為 | | | | | | | | | | | | | | | 7 | |  | |  | | |  | | |  | |
| 固執己見，不易與人相處 | | | | | | | | | | | | | | | 5 | |  | |  | | |  | | |  | |
| 私務多，經常利用上班時間處理或擅離工作崗位不假外出 | | | | | | | | | | | | | | | 3 | |  | |  | | |  | | |  | |
| 成本意識 | 成本意識強烈，能積極節省，避免浪費 | | | | | | | | | | | | | | | 10 | |  | |  | | |  | | | 考核分數 | |
| 具備成本意識並能節省 | | | | | | | | | | | | | | | 8 | |  | |  | | |  | | |  | |
| 尚具成本意識，尚能節省 | | | | | | | | | | | | | | | 7 | |  | |  | | |  | | |  | |
| 缺乏成本意識，稍有浪費 | | | | | | | | | | | | | | | 5 | |  | |  | | |  | | |  | |
| 成本意識欠缺，常有浪費 | | | | | | | | | | | | | | | 3 | |  | |  | | |  | | |  | |
| 評　　　　　定　　　　　總　　　　　分 | | | | | | | | | | | | | | | | 100 | |  | |  | | |  | | | 評核等級 | |
| 評　　　分　　　人　　　員　　　簽　　　章 | | | | | | | | | | | | | | | | | |  | |  | | |  | | |  | |
| 被評核人意見  及希望  （被評人填） | | | | |  | | | | | | | | | | | | | | | | | | | | |  | |