

NCYU Student Worker Evaluation Form

Working unit:

Evaluated date : / / Grade : _____ (Total Score : _____)

Department		name		Student No.					
Working Content									
Evaluation list	List	content		Excellent (10)	Good (8)	Average (6)	B a d (4)	Worst (0)	
	Moral	Being polite and willing to do the assigned duty. when meets guests or supervisors , act in the appropriate way.							
	attitude	Being punctual and doesn't take early leave.							
		Doesn't announce inappropriate personal opinion, wear slippers, use MSN, chat on phone, use internet and have other inappropriate behaviors.							
		Complete the work on time.							
		Support the unit appropriately.							
	ability	During the working time, wandering around in any school working places is also prohibited except for particular duty.							
		Possess enough knowledge to complete the requirement of work and continuing learning new things to elevate the quality of service.							
Average evaluation	Has the sense of responsibility and complete the work on time.								
	Has high EQ and able to accept others criticism.								
	Interact with other colleague well.								
Total Score :				Grade :					
P.S	<p>1.evaluation will be taken monthly by working unit, 100~90 is grade A 、 89~80 is grade B 、 79~70 is grade C 、 under 69 is grade D 。</p> <p>2.every half a year (Jan~Jun. , Jul.~Dec) average is grade A (100~90) will be awarded. On the contrary, Grade D (under 69) will be unemployed from next month and lose qualification to work in school for one year.</p>								
Operator				Supervisor					

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