Employee Registration Form

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| Name： | Work No.： | Department： | Position： | Entry Date： |
| Positions with more contact during probation： |
| **1** **Performance appraisal (accounting for 70%, with the highest score of 10 for each project)****Scoring rules: performance exceeds expectations by 9-10 points; performance meets requirements by 8-8.9 points; performance is less than requirements by 7-7.9 points; performance is significantly less than requirements by 7 points.** |
| Main tasks during the probation period(to be filled by the assessed, the number of rows can be increased or decreased according to the actual situation) | Work performance(to be filled in by the assessed, and self-evaluation in terms of time, quality, etc.) | Score |
| Telephonic Discussion with Customers & Engineers | Got positive feedback for support & conversation handled |  |
| Monitoring troubleshooting | When possible, I was able to fix the problem within a short amount of time.  |  |
| Warning/Error code troubleshooting | Following the documents fix the problem immediately.  |  |
| Upgrading firmware remote and onsite | Remotely with OSS is no problem for me. With the cable/Shine Bus tried while testing inverters. |  |
| Emailing, Service Reports Writing | Have followed standard format for report submission  |  |
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| **Average score (S1)** |  |
| **2** **Ability and quality assessment (accounting for 30%, with the highest score of 10 for each project)****Scoring rules: performance exceeds expectations by 9-10 points; performance meets requirements by 8-8.9 points; performance is less than requirements by 7-7.9 points; performance is significantly less than requirements by 7 points.** |
| No. | Assessment items | Assessment content | Score |
| 1 | Professional Ability | Have the necessary business knowledge and ability ？ |  |
| 2 | Organization of work | Whether the work is organized, the train of thought is clear, and the priorities can be distinguished. |  |
| 3 | Communication and Understanding Ability | Whether to communicate with superiors, subordinates and colleagues promptly and actively, and whether to understand accurately. |  |
| 4 | Team Work | Whether can complete the task with other colleagues |  |
| 5 | Interpersonal Relationships | Whether can integrate into the new environment and communicate with others in a friendly way |  |
| 6 | Adaptability | Whether can adapt to the new position and quickly put into the new role |  |
| 7 | Sense of Responsibility | Whether have a good sense of responsibility and professionalism |  |
| 8 | Initiative | Whether the work is positive, initiative, with strong sense of commitment. |  |
| 9 | Executive Force | Whether can accurately implement the intention of the superior and complete the work task quickly. |  |
| 10 | Sense of Discipline | Whether to abide by the written or unwritten institution, process and other disciplines of the company or department. |  |
| 11 | Diligence Inertia | Whether the work is diligent. |  |
| 12 | Company Identification | Whether have a basic and accurate understanding of the company and identify with the company. |  |
| 13 | Position Cognition | Whether have a comprehensive and accurate understanding of the work responsibilities. |  |
| 14 | Professional Ethics | Whether have good professional ethics |  |
| 15 | Personality | Whether the personality is suitable for the position. |  |
| **Average score (S2)** |  |
| Assessment Score（S1\*10\*70%+S2\*10\*30%）： Assessment Level： □A □B □C Full member level (only applicable to R&D technicians) ： Statement of assessment level：A：90 points or above (excellent, can become a full member) ；B：80 to 90 points (qualified, can become a full member, no pay adjustment) ；C：60 to 79 points (pending, delay to become a full member) ；**D**：Less than 60 points (unqualified). |
| **Key strengths of employees (no more than three items) :****Shortcomings and suggestions for improvement (no more than three items):** Signature of Examiner：  Date：  |
| Department Head Opinions：1、□Become a full member,date: □Delay to become a full member，delay (3 months at most)，to\_\_\_\_YY\_\_MM\_\_\_DD □Unqualified2、Departments and positions after became a full member： 3、Suggested salary treatment after became a full member：  Signature： Date： |
| HR Management Center Opinions：1、□Become a full member,date: □Delay to become a full member，delay (3 months at most)，to\_\_\_\_YY\_\_MM\_\_\_DD □Unqualified2、Departments and positions after became a full member： 3、Suggested salary treatment after became a full member：  Signature： Date： |
| General Manager Opinions： Signature： Date： |