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 | | |  |
|  | | | | |  | | |  |
| **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 □Unqualified  2、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 □Unqualified  2、Departments and positions after became a full member：  3、Suggested salary treatment after became a full member：  Signature： Date： | | | | | | | | |
| General Manager Opinions：  Signature： Date： | | | | | | | | |