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| **试用期员工转正审批表** | | | | | | | | | | | | | | | | |
| 姓名 | |  | | 性别 |  | | 学历 | |  | | 专业 | | |  | | 职称 |  |
| 试用期开始时间 | | | |  | 部门 | |  | | 试用职位 | | | |  | | | 年龄 |  |
| 试用期考评 | | 考评内容 | | | | 标准分 | | A | B | | C | | D | | 自评 | 所在部门评分 | 人力资源  部门评分 |
| 1.按时完成交办任务 | | | | 15 | | 15 | 12 | | 10 | | 6 | |  |  |  |
| 2.完成任务质量高 | | | | 10 | | 10 | 8 | | 5 | | 3 | |  |  |  |
| 3.独立工作,较少指导 | | | | 10 | | 10 | 8 | | 5 | | 3 | |  |  |  |
| 4.虚心学习进步快 | | | | 10 | | 10 | 8 | | 5 | | 3 | |  |  |  |
| 5.遵守规章制度无违纪 | | | | 15 | | 15 | 12 | | 10 | | 6 | |  |  |  |
| 6.敢于承担工作中的责任 | | | | 10 | | 10 | 8 | | 5 | | 3 | |  |  |  |
| 7.组织协调能力强 | | | | 10 | | 10 | 8 | | 5 | | 3 | |  |  |  |
| 8.沟通能力强,人际关系好 | | | | 10 | | 10 | 8 | | 5 | | 3 | |  |  |  |
| 9.工作积极主动 | | | | 10 | | 10 | 8 | | 5 | | 3 | |  |  |  |
| **合 计** | | | | 100 | |  | | | | | | |  |  |  |
| **签 名** | | | | | | | | | | | | |  |  |  |
| 员工对现任工作的看法 | | 1.你对自己在试用期表现 | | | | □非常满意 | | | | | □满意 | | | | □尚可 | | □不满意 |
| 2.你对目前工作环境 | | | | □非常满意 | | | | | □满意 | | | | □尚可 | | □不满意 |
| 3.你对目前人际关系 | | | | □很好 | | | | | □好 | | | | □可以 | | □差 |
| 4.你对目前工作量 | | | | □太多 | | | | | □稍多 | | | | □可以 | | □太少 |
| 5.你对目前工作岗位 | | | | □非常适应 | | | | | □适应 | | | | □可以 | | □不适应 |
| 6.你对目前工作能力 | | | | □能力有余 | | | | | □能力合适 | | | | □能力稍感不足 | | □能力不足 |
| 7.你希望从上司那里得到哪些帮助: | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| 8.你希望获得哪些培训: | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| 9.你的其他意见和建议(可另附页): | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| 用人  部门 意见 | | | 签字/日期: | | | | | | | 人事处  意见 | | 签字/日期: | | | | | |

**备注：**转正员工需附上《述职报告》(报告内容为完成工作质量、工作服从性、遵守单位规章制度、团队合作性、履行岗位职责书情况）。