

HONG KONG BAPTIST UNIVERSITY
香港浸會大學
Human Resources Office
人力資源處

Strictly Confidential 絕對保密

HRO/PROB/F1

Probationary Performance Assessment Form
FOR NON-ACADEMIC / NON-TEACHING STAFF

試用期績效評核表格 (適用於非教學人員)

Name of Employee 僱員姓名:	Staff No. 僱員編號:
Faculty/Office 學院/部門	Section/Department 組別:
Position 職位:	Date Joined 入職日期:
Assessment Period 評核周期:	To 至:

Fulfilment of Compulsory Training Requirement for Compliance Topics

- ☐ *I have fulfilled the compulsory training requirement for compliance topics and the Training record is attached to this form.

PART 1 第一部分

Overall Comments from Immediate Supervisor 直屬上司的評語:

Provide comments on area such as (i) major work assignment/accomplishments, (ii) core competencies, (iii) service quality and (iv) work attitude, and any major development areas.

Signature 簽署

Name in BLOCK LETTER 姓名

Date 日期

Staff's Feedback 同事的回應:

Signature 簽署

Name in BLOCK LETTER 姓名

Date 日期

** Please tick as appropriate*

PART 2 第二部分

Recommended Action by Immediate Supervisor 直屬上司的建議行動 *:	
<input type="checkbox"/> Pass Probation 完成試用期 <input type="checkbox"/> Extend Probation 延長試用期 (Until 直至: _____) <input type="checkbox"/> Termination of Employment Contract 終止僱傭合約 (Effective Date 生效日期: _____)	Signature 簽署
	Name in BLOCK LETTER 姓名
	Date 日期

Comments and Approval from Section Head/Department Head 組別 / 部門主管的評語及認可:	
<p><i>* Two-level up approval is required;</i> <i>* For termination, approval from Head of Office / Dean is required.</i></p> <p><input type="checkbox"/> Approved 贊同 <input type="checkbox"/> Not approved 不贊同</p> <p>Comments 評語 :</p>	Signature 簽署
	Name in BLOCK LETTER 姓名
	Date 日期