人事考課評定書

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 所属 |  | | 氏名 | |  | | | | |
| 考課項目 | | 満点 | | 1次 | | 2次 | 決定 | |
| 態度考課 | 勤務態度 | 10 | |  | |  |  | |
| 協調性 | 10 | |  | |  |  | |
| 責任感 | 10 | |  | |  |  | |
| 積極性 | 10 | |  | |  |  | |
| 能力考課 | 業務知識 | 10 | |  | |  |  | |
| 理解力 | 10 | |  | |  |  | |
| 創意工夫 | 10 | |  | |  |  | |
| 成績考課 | 仕事の達成度 | 10 | |  | |  |  | |
| 仕事の正確さ | 10 | |  | |  |  | |
| 仕事の速さ | 10 | |  | |  |  | |
| 合計 | | 100 | |  | |  | |  |
| 備考 |  | | | | | | | | |