Xem thêm dịch vụ: [Dịch thuật công chứng](#) của Á Châu

STAFF EVALUATION CRITERIA

APPLIED AS OF OCTOBER 1, 2018

	CRITERIA	EVALUATION STANDARDS				
		POOR (Average point < 4)	**BELOW AVERAGE (Average point >=4)**	**AVERAGE (Average point >=6)**	**GOOD (Average point >=8)**	**EXCELLENT (Average point >=9)**
1	**Workload**	Failure to complete assigned tasks Failure to complete tasks assigned by direct managers Failure to make weekly/monthly reports	Failure to complete tasks according to the job description Failure to complete tasks assigned by direct managers Lack of weekly/monthly reports	Complete tasks according to the job description (1 point) Complete tasks assigned by direct managers (1 point) Making weekly/monthly reports (1 point)	Competently complete assigned tasks. (1 point) Voluntarily take and finish other supporting tasks (1 point) Make weekly/monthly reports + assessments (2 points)	Competently complete assigned tasks. (1 point) Voluntarily take and finish other supporting tasks (1 point) Make weekly/monthly reports + assessments (2 points) Come up with new ideas (1 point)
2	**Work quality**	Failure to promptly complete tasks Outcome is below average Failure to comply with procedures	Failure to promptly complete tasks Outcome is below average Failure to comply with procedures	Promptly complete tasks (1 point) Normal outcome (1 point) Comply with procedures (1 point)	Complete tasks ahead of schedule (2 points) Outcome is beyond expectations (1 point) Comply with procedures (1 point)	Complete tasks ahead of schedule (2 points) Outcome is beyond expectations (1 point) Comply with the procedures (1 point) Come up with new ideas (1 point)
3	**Work attitude**	Failure to show cooperation Unreliability Negative feedback from colleagues and clients Failure to comply with appointments from managers	Poor cooperation Poor reliability Negative feedback from colleagues and clients	Good cooperation (1 point) Reliability (1 point) No negative feedback from colleagues and clients (1 point)	Good cooperation (1 point) Reliability (1 point) No negative feedback from colleagues and clients (1 point) Assist colleagues (1 point)	Good cooperation (1 point) Reliability (1 point) Positive feedback from colleagues and clients (1 point) Assist colleagues (1 point) Come up with useful ideas for the company (1 point)

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4	**Diligence, regulations**	Below 22 workdays Be late for more than 8 times Take days off without notifications in advance or applications Failure to wear the uniform correctly	Below 24 workdays Be late for more than 6 times Take days off without notifications in advance or applications Failure to wear the uniform correctly	Reach 26 workdays (1 point) Be late for no more than 4 times (1 point) Wear the uniform correctly (1 point)	Reach 26 workdays (1 point) Be late for no more than 4 times (1 point) Wear the uniform correctly (1 point) Reach 16 hours of overtime (multiplied by the coefficient) (1h)	Reach 26 workdays (1 point) Be late for no more than 4 times (1 point) Wear the uniform correctly (1 point) Reach 32 hours of overtime (multiplied by the coefficient) (2h)
5	**Other criteria**	Failure to be aware of workplace hygiene/safety Failure to be aware of saving costs (electricity, water, fuel, materials, assets, equipment, etc.) Failure to be aware of maintaining, storing vouchers, books, models	Poor awareness of workplace hygiene/safety Poor awareness of saving costs (electricity, water, fuel, materials, assets, equipment, etc.) Poor awareness of maintaining, storing vouchers, books, models	Have awareness of workplace hygiene/safety (1 point) Have awareness of saving costs (electricity, water, fuel, materials, assets, equipment, etc.) (1 point) Have awareness of maintaining, storing vouchers, books, tools (1 point)	Have awareness of workplace hygiene/safety (1 point) Have ideas of saving costs (electricity, water, fuel, materials, assets, equipment, etc.) (1 point) Have awareness of maintaining, storing vouchers, books, tools (1 point)	Have awareness of workplace hygiene/safety (1 point) Have ideas of saving costs (electricity, water, fuel, materials, assets, equipment, etc.) (1 point) Have awareness of maintaining, storing vouchers, books, models, tools (1 point) Come up with other ideas for the company's collective performance (1 point)

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ADOPTION OF EVALUATION
From October 1, 2018
Applied to all employees and departments, including trainees and seasonal employees
Employees without the MONTHLY EVALUATION SHEET enclosed with the monthly TIMESHEET shall get no point for bonus and salary raise.

DILIGENCE
Annual leave with applications in advance shall not be taken into account.
Statutory holidays shall not be taken into account.
Overtime hours shall only be considered after the employee has reached 26 workdays per month.
The 26 workdays include Saturdays off applied to long-term contractual employees.

COMPILATION
Employee's monthly total point = (Self-assessed point + Leader-assessed point + Director-assessed point)/3.
Employee's annual point = total point of 12 months/12.
The Employee's annual point is for the consideration of quarterly, annually bonuses and others by the Board of Directors.

October 1, 2018
Director
(Signed and sealed)

Le Van Hoa