



APPRAISAL

30句實用例句

2024最新版本



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個人成就 ACHIEVEMENT

- 1** Achieved the goal [include specific goal] that set in [the specific period].
達到[特定時期]中設定的特定目標。
- 2** Provided strong evidence of [specific project/target accomplishment].
為達成特定目標成就提供有力證據。
- 3** Improved/increased production by X% through [specific task].
通過[特定工作]提高了X%的產量。

出席率及守時度

ATTENDANCE & PUNCTUALITY

- 1** Have an excellent attendance record for the year.
在這年內出勤記錄表現良好。
- 2** Is always respectful by arriving on time for meetings and appointments.
尊重及經常按時出席會議及工作預約。
- 3** Complete deadlines in a timely manner.
準時完成各項工作。

溝通技巧 COMMUNICATION SKILLS

- 1 Establish effective working relationships within the team and with different teams.**
在團隊內外均建立良好的工作關係。
- 2 Help others achieve tasks to complete the overall project and contributes with ideas input.**
協助他人完成整個項目，並提供貢獻及不同想法。
- 3 Build company morale and cooperation through effective group facilitation.**
通過有效的團隊合作來建立公司的士氣。

創意度 CREATIVITY

- 1 Buildup and execute creative ideas in [specific task].**
在[特定工作]中建立並執行創意想法。
- 2 Seek new ideas and think out of the box with detailed research and observation.**
通過詳細的研究和觀察，尋求新的想法和解決方法。
- 3 Develop creative strategies and show the imaginative side when confronted with obstacles.**
在遇到障礙時制定創新策略，表現出富有想像力的一面。

工作效率 PRODUCTIVITY

- 1 Consistently deliver beyond expectations and meets deadlines.**
持續交付超出預期的成果，並在限期之前完成。
- 2 Meet output standards and performance goals.**
工作表現達到標準及符合目標。
- 3 Have an outstanding contribution to the team and company's productivity levels.**
對團隊及公司的生產力水平做出了傑出貢獻。

學習能力 LEARNING ABILITY

- 1 Promote a learning culture in the changing environment.**
在不斷變化的環境中，保持樂於學習的心態。
- 2 Continue and willing to learn new methods, procedures, trends.**
持續並且願意學習新的方法、程序及趨勢。
- 3 Is a quick learner and innovative team player who sincere with the teammates.**
是一個快速的學習者和具創新精神的員工，真誠地承擔責任。

靈活性 FLEXIBILITY

- 1 Show ability to come up with new solutions for problems when old ways of thinking are ineffective.**
在舊方法無效時，顯示出有提供新解決方案的能力。
- 2 Display improvement in taking on new tasks or changing workflow when situation requires.**
在情況需要時，顯示出工作流程方面的改進。
- 3 Use constructive criticism to improve his/her skills and work processes.**
利用建設性的批評來提升自己的技能。

規劃 PLANNING

- 1 Create flexible plans to meet changing market.**
制定靈活的應變計劃，以滿足瞬息萬變市場。
- 2 Organize and plan projects to leave no clutter in sight.**
能清晰地組織計劃項目，避免混亂。
- 3 File tasks and projects in details systematically in progress.**
詳細及有系統地把文件分門別類及歸檔。

解難能力 PROBLEM SOLVING

- 1 Develop a practical approach and plan to solving problems.**
制定解決問題的實用方法和計劃。
- 2 Turn existing problems into opportunities with optional solutions**
通過可揀選的解決方案，將現有問題轉化為機遇。
- 3 Analyze critically before starting breaks a problem down.**
在解決問題前，進行批判性分析。

領導能力

LEADERSHIP & SUPERVISORY SKILLS

- 1 Understand the strengths of individual and team.**
了解個人和團隊的優勢。
- 2 Is an effective motivator to delegate tasks to team members with clear understanding of their responsibilities.**
能有效地激勵團隊成員，將任務清楚地委派給每位員工。
- 3 Maintain a work situation and stimulates the growth of individual employees.**
保持工作狀況並鼓勵團隊成員的成長。

CTgoodjobs

CTgoodjobs為HR設立了一個CTHR專頁，提供全方位資訊包括人力資源新聞、相關活動及培訓課程、調查及報告，令HR更緊貼市場趨勢。此外，CTHR專頁亦提供有關人才管理的策略性建議和技巧，以協助HR在制訂未來的人力資源政策上能作全盤的考量，達到最大的效益。

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