評価記録簿

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 評価対象者 | | | | | | | | | | | | | | | |
| 所属 |  | | 番号 | |  | | 性別 | | | 年齢 | | 勤続年数 | | | 備考 |
| 氏名 |  | | | | | | 男・女 | | | 歳 | | 年 | | |  |
|  | | | | | | | | | | | | | | | |
|  | | | | | | 一次評価者 | | | 二次評価者 | | | | |  | |
|  | | | | | |  | | ㊞ |  | | | | ㊞ |  | |
| 勤務評価 | | | | | | | | | | | 評価基準日 | | | 令和　　年　　月　　日 | |
| 評価要素 | | 評価の着眼点 | | 自己評価 | | 一次評価者による評価 | | | 二次評価者による評価 | | | | | 特記事項 | |
| 実績 | | 業務実績 | | ＡＢＣＤ | | Ｓ　Ａ　Ｂ　Ｃ　Ｄ | | | Ｓ　Ａ　Ｂ　Ｃ　Ｄ | | | | |  | |
| 業務改善 | | ＡＢＣＤ | | Ｓ　Ａ　Ｂ　Ｃ　Ｄ | | | Ｓ　Ａ　Ｂ　Ｃ　Ｄ | | | | |  | |
| 正確性・迅速性 | | ＡＢＣＤ | | Ｓ　Ａ　Ｂ　Ｃ　Ｄ | | | Ｓ　Ａ　Ｂ　Ｃ　Ｄ | | | | |  | |
| 効率性 | | ＡＢＣＤ | | Ｓ　Ａ　Ｂ　Ｃ　Ｄ | | | Ｓ　Ａ　Ｂ　Ｃ　Ｄ | | | | |  | |
| 能力 | | 知識・技術 | | ＡＢＣＤ | | Ｓ　Ａ　Ｂ　Ｃ　Ｄ | | | Ｓ　Ａ　Ｂ　Ｃ　Ｄ | | | | |  | |
| 情報収集・活用力 | | ＡＢＣＤ | | Ｓ　Ａ　Ｂ　Ｃ　Ｄ | | | Ｓ　Ａ　Ｂ　Ｃ　Ｄ | | | | |  | |
| 企画・計画力 | | ＡＢＣＤ | | Ｓ　Ａ　Ｂ　Ｃ　Ｄ | | | Ｓ　Ａ　Ｂ　Ｃ　Ｄ | | | | |  | |
| 判断力 | | ＡＢＣＤ | | Ｓ　Ａ　Ｂ　Ｃ　Ｄ | | | Ｓ　Ａ　Ｂ　Ｃ　Ｄ | | | | |  | |
| 説明・調整力 | | ＡＢＣＤ | | Ｓ　Ａ　Ｂ　Ｃ　Ｄ | | | Ｓ　Ａ　Ｂ　Ｃ　Ｄ | | | | |  | |
| 意欲 | | 責任感 | | ＡＢＣＤ | | Ｓ　Ａ　Ｂ　Ｃ　Ｄ | | | Ｓ　Ａ　Ｂ　Ｃ　Ｄ | | | | |  | |
| 自己啓発 | | ＡＢＣＤ | | Ｓ　Ａ　Ｂ　Ｃ　Ｄ | | | Ｓ　Ａ　Ｂ　Ｃ　Ｄ | | | | |  | |
| 規律性 | | ＡＢＣＤ | | Ｓ　Ａ　Ｂ　Ｃ　Ｄ | | | Ｓ　Ａ　Ｂ　Ｃ　Ｄ | | | | |  | |
| 協調性 | | ＡＢＣＤ | | Ｓ　Ａ　Ｂ　Ｃ　Ｄ | | | Ｓ　Ａ　Ｂ　Ｃ　Ｄ | | | | |  | |
| 積極性 | | ＡＢＣＤ | | Ｓ　Ａ　Ｂ　Ｃ　Ｄ | | | Ｓ　Ａ　Ｂ　Ｃ　Ｄ | | | | |  | |