附件2：

**年继续教育学院员工绩效考核汇总表**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **序** | **姓名** | **岗位名称** | **基础性绩效考核** | | | | **奖励性绩效考核** | | **绩效考核**  **总分** | **科室对岗位胜任意见** | **等级** | **备注** |
| **自评得分（30%）** | **互评得分（30%）** | **领导考核得分**  **（40%）** | **合计得分** | **突出贡献业绩** | **得分** |
| **1** |  | \*\*\*主任 |  |  |  |  |  |  |  |  |  |  |
| **2** |  | 副主任 |  |  |  |  |  |  |  |  |  |  |
| **3** |  | 科员 |  |  |  |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |  |  |  |  |  |  |
| **7** |  |  |  |  |  |  |  |  |  |  |  |  |
| **8** |  |  |  |  |  |  |  |  |  |  |  |  |

**制表人： 复核： 审核：**