**STAFF EVALUATION CRITERIA**

APPLIED AS OF OCTOBER 1, 2018

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|  | **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) |
| **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) |

**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.

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|  | *October 1, 2018*  ***Director***  *(Signed and sealed)*  ***Le Van Hoa*** |