

National Taiwan University Employee Probationary Performance Evaluation Form

Evaluation period: From _____ (yyyy/mm/dd) to _____ (yyyy/mm/dd) (typically 3 months)

Service Unit (First- and Second-level Unit)		Name	
Job Title		Employment Date	_____/_____/____ (yyyy/mm/dd)
Job Responsibilities (Specific tasks)			
Evaluation Criteria and Scoring	Standard		Score
Work adaptation (20%)	Shows a good level of learning for new tasks, is diligent and hardworking, punctual, and demonstrates team spirit, maintaining harmonious relationships with colleagues.		
Work quality (20%)	Handles tasks with a firm grasp on quality and timeliness, and can complete ad-hoc assignments promptly.		
Professional knowledge and application (20%)	Proficient in job-related professional knowledge, possessing necessary computer skills and foreign language abilities for the role, and can fully utilize these skills.		
Self-improvement (20%)	Continuously reviews and diligently studies assigned tasks to seek improvement, is open to guidance from colleagues and supervisors, participates in discussions, and is proactive in furthering education to enhance knowledge and skills.		
Personalities (20%)	Contributes to the university's vision and efforts, complies with the university's regulations and systems, and possesses interpersonal communication skills, creativity, adaptability, and analytical abilities.		
Director's review and recommendations:			Total:
Evaluation Result : _____, termination of the contract in accordance with Article __, Paragraph __, Subparagraph __ of the University's Contract Employee Service Rules.			
Notification Date by Unit	_____/_____/____ (yyyy/mm/dd)	Proposed Termination Date (End Date of Appointment Term)	_____/_____/____ (yyyy/mm/dd)
Unit Director's Approval Seal	_____/_____/____ (yyyy/mm/dd)	Dean's Seal	_____/_____/____ (yyyy/mm/dd)
The Personnel Department		Secretariat	Applicant's Signature
Approved by Secretary-General, To be completed by the Personnel Department	Contract termination date (end of appointment) for _____: ____ Year ____ Month ____ Date. Note: After approval, a copy of this termination notice will be sent to the first-level unit director and the involved party for notification.		

Note: After approval by Secretary-General, please forward this evaluation form to the Personnel Department for further processing.

1. Please attach one copy of the Laid-off Employee Notification List.
2. A total assessment score of 80 points or above qualifies as passing; those who qualify need not submit this form.
3. According to Article 11, Section 2 of the University's Contract Employee Service Rules, the end date of employment shall not fall on a non-working day of the University. However, this does not apply if the end date coincides with the last day of the month, semester, or academic year.
4. In accordance with Articles 7 and 9 of University's Contract Employee Service Rules, the University shall provide severance pay in compliance with Article 12 of the Labor Pension Act upon contract termination.
5. In accordance with Articles 33 and 68 of the Employment Service Act, the University shall notify the Department of Labor of the Taipei City Government and public employment service institutions 10 days before the employee's departure to assist with reemployment. Failure to comply may result in a fine ranging from 30,000 to 150,000 New Taiwan Dollars.

National Taiwan University Laid-off Employee Notification List

No.	Name	ID No. / ARC No.	Gender	Date of Birth (yyymmdd)	Education Qualification	Educational Status	Specialty	Disability	Incompetency	In Need of Employment Counselling		In Need of Vocational Training		Mailing Address	Contact Number 02-XXXXXXXX 09XX-XXX-XXX	Applicant's Signature
										Yes	No	Yes	No			
範 例	張小明	A123456789	男	700905	大學	畢業	打字	無	打字員	是		是		臺北市信義區市府 路1號5樓	02-23456789 0912-345-678	
Remarks		Unit Processing Clerk: _____ Year Month Date														

※ **Instructions for Filling the Form** (Excerpted from the "Laid-off Employee Notification List" by the Department of Labor of the Taipei City Government, revised version as of 14 Feb, 2019)

1. If the laid-off employee is a foreign spouse with approved residency, please enter the Alien Resident Certificate (ARC) number in the ID number field.
2. Education Qualification (select one from the following): (1) Elementary School; (2) Junior High School; (3) High School; (4) Vocational High School; (5) Junior College; (6) University; (7) Master; (8) Doctorate.
3. Education Status (select one from the following): (1) Graduated; (2) Did not complete; (3) Currently enrolled; (4) Not enrolled.

國立臺灣大學校聘人員試用考核表

考核期間：自○年○月○日至○年○月○日（以3個月為原則）

服 務 單 位 (一、二級單位)		姓 名	
職 稱		任 職 日 期	年 月 日
擔任工作內容(具體項目)			
評 核 項 目 及 配 分	標 準	評 分	
工 作 適 應 (20%)	對新工作之學習程度良好，認真勤勞，不遲到早退，並能發揮團隊精神，與同仁相處融洽。		
工 作 質 量 (20%)	處理業務均能掌握品質及時效，臨時交辦事項亦能依限完成。		
專 業 知 識 及 運 用 (20%)	嫻熟工作相關專業知識，且具有業務需要之基本電腦作業能力及外語能力，並能充分運用。		
學 習 態 度 (20%)	對承辦業務能不斷檢討悉心研究力求改進，虛心接受同事、主管指導，參與討論，並勤於進修充實學識技能。		
個 人 特 質 (20%)	能為校方的願景貢獻與努力，配合校方之規章制度，並具有人際溝通能力、創造力、應變力、思考力。		
主管評語及建議：			總分
考核結果：_____，依本校 <u>校聘人員工作規則</u> 第_____條第_____項第_____款終止契約。			
單 位 預 告 當 事 人 日 期	年 月 日	單 位 擬 終 止 契 約 日 (聘 期 迄 日)	年 月 日
單 位 主 管 核 章	年 月 日	一 級 主 管 核 章	年 月 日
人 事 室		秘 書 室	主 任 書 簽 年 月 日
主任秘書核定後 由人事室填寫	_____員契約終止日(聘期迄日)：_____年_____月_____日。 備註：本終止契約預告書經核定後，另影送一級單位主管及當事人知照。		

備註：**本考核表陳奉主任秘書核定後，請移送人事室辦理後續事宜。**

一、請檢附資遣員工通報名冊1份。

二、考核總分在80分以上為合格，合格者得不填送本表。

三、另依本校校聘人員工作規則第11條第2項規定，校聘人員之聘期迄日不得為本校非上班日；惟聘期迄日如為當月、當學期或當年度最末日時，不在此限。

四、依本校校聘人員工作規則第7、9條規定終止契約時，本校應依勞工退休金條例第12條規定發給校聘人員資遣費。

五、依就業服務法第33及68條規定，本校應於被資遣人員離職之10日前通報臺北市政府勞動局及公立就業服務機構，以協助再就業，違者將處新臺幣3萬元以上15萬元以下罰鍰。

國立臺灣大學資遣員工通報名冊

編號	姓名	身分證 統一編號	性別	出生 年月日 (數字6 碼)	學歷	學歷 情況	專長	身心 障礙別	擔任工作	是否需 輔導就業		是否需 職業訓練		永久通訊地址	聯絡電話 02- XXXXXXX 09XX-XXX-XXX	當事人簽名
										是	否	是	否			
範 例	張小明	A123456789	男	700905	大學	畢業	打字	無	打字員	是	是	是	是	臺北市信義區市府路 1號5樓	02-23456789 0912-345-678	
備 註	單位承辦人：_____ 年 月 日															

※ 填表說明：(摘錄自臺北市就業服務處「資遣員工通報名冊」108.2.14 修訂版)

一、若被資遣員工係獲准居留之外籍配偶，請於身分證統一編號欄位填居留證號。

二、學歷(依下列各項擇一填寫)：1. 國小；2. 國中；3. 高中；4. 高職；5. 專科；6. 大學；7. 碩士；8. 博士。

三、學歷情況(依下列各項擇一填寫)：1. 畢業；2. 肄業；3. 在學；4. 未就學。