Academia Sinica Contract-based Employee Annual Performance Evaluation Form

(Application for the employee who is recruited under business fees or subsidy of extramural project)

Unit: **Date of Evaluation: M / D / Y**

<table>
<tr><td>Name</td><td></td><td colspan="5" rowspan="6">Attendance and Leave Record</td><td colspan="2" rowspan="6">Reward and Punishment Record</td><td>Commendation</td><td></td></tr>
<tr><td>Job Title</td><td></td><td>Personal leave</td><td>Day(s) Hour(s)</td><td></td><td></td><td></td><td>Merit citation</td><td></td></tr>
<tr><td rowspan="4">Duration of Current Employment</td><td rowspan="4"></td><td>Sick leave</td><td>Day(s) Hour(s)</td><td></td><td></td><td></td><td>Major merit citation</td><td></td></tr>
<tr><td>Absenteeism</td><td>Day(s) Hour(s)</td><td></td><td></td><td></td><td>Reprimand</td><td></td></tr>
<tr><td>Late come/Early leave</td><td>Time(s)</td><td></td><td></td><td></td><td>Demerit</td><td></td></tr>
<tr><td colspan="5">※The days of family care leave, menstruation leave, and personal and sick leave (including hospitalized sick leave) taken due to tocolysis shall be deducted from the total days of personal and sick leaves.
※If there are additional records of rewards, punishments, personal leaves or sick leaves which cannot meet the requirements for Grade A after the completion of annual performance through December 31 of the year, the evaluation should be amended.</td><td>Major demerit</td><td></td></tr>
<tr><td>Job Description</td><td colspan="9"></td></tr>
<tr><td>Items</td><td>Specific Items</td><td colspan="4">Evaluation Standards</td><td>Total Points</td><td colspan="3">Evaluation Result and Description</td></tr>
<tr><td rowspan="2">Work Performance 80%</td><td>Quality and Quantity</td><td colspan="4">Handles business or assists with research work properly and precisely, and accomplishes an acceptable amount of work.</td><td rowspan="2"></td><td colspan="3" rowspan="2">☐ Grade A (Above 80 points)
☐ Grade B (Between 70 and 80 points)
☐ Grade C (Between 60 and 70 points)
☐ Grade D (Below 60 points). Please detail the ample evidence:</td></tr>
<tr><td>Efficiency</td><td colspan="4">Completes the assigned work by deadline, achieves expected goals and uses scientific approaches to handle complexity by simplicity and raises efficiency.</td></tr>
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<tr><td rowspan="4"></td><td>Responsibility</td><td>Works hard and is responsible.</td><td rowspan="5"></td><td rowspan="5">＊ Those who are under one of following circumstances must not be evaluated as Grade A:
1. Late or early leave without reasons for 5 times within a year.
2. Still getting one demerit with merits equaling demerits in the general evaluation.
3. Absent without reasons for 1 day or an accumulative 2 days within a year.
4. Take personal and sick leaves in excess of 14 days.
5. Slack off at work and delay the work.</td></tr>
<tr><td>Diligence</td><td>Is earnest, modest and enthusiastic at work.</td></tr>
<tr><td>Research</td><td>Equipped with ability of research analysis and experience to handle the assigned work or research, and to revise constantly for improvement.</td></tr>
<tr><td>Creation</td><td>Shows creative and original ideas for the assigned work or research.</td></tr>
<tr><td>Other 20%</td><td colspan="2">Other performance or research achievement (self-set Items):</td></tr>
<tr><td>General Evaluation and Suggestion</td><td colspan="4"></td></tr>
<tr><td rowspan="2">Performance Evaluation for the previous 2 Years</td><td>Year:</td><td colspan="2">☐ A ☐ B ☐ C ☐ D</td><td rowspan="2">When a contract employee receives Grade B for three consecutive years, or receives one Grade B and one below Grade C, then the contact should be terminated when the statutory reasons for severance and dismissal are met. Or the contract can be renewed when the contract employee agrees to be recruited at lower remuneration or based on other salary standards table.</td></tr>
<tr><td>Year:</td><td colspan="2">☐ A ☐ B ☐ C ☐ D</td></tr>
<tr><td>Signature or Seal of Direct Supervisor</td><td colspan="2"></td><td>Signature or Seal of Unit Director</td><td></td></tr>
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