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https://www.100test.com/kao_ti2020/294/2021_2022__E5_95_86_E5_8A_A1_E5_8F_A3_E8_c67_294303.htm Miss Lewis: I hate to be the bearer of bad news, but its that time of year again. Have you got your performance evaluations finished yet? 我不喜欢宣布坏消息，但又到每年这个时候了。你的业绩评估做完了吗？ Mr. Lee: Oh no! Evaluations! You can tell thats not my favorite job. I havent even started yet. When is the deadline for turning in the completed forms? 噢，不！业绩评估！你肯定知道那不是我喜欢的工作；我还没开始呢。上交表格的截止日期是什么时候？ Miss Lewis: Well, you do still have three weeks. But remember the employee must sign them, too. Filling them in is nothing - its meeting with the employees that takes so much time. 你还有三个星期的时间。但雇员工还要在表格上签字。填满表格并不难，关键是与员工谈话要花很多时间。 Mr. Lee: I never know how to rate the employees work. Of course attendance and productivity are easy, I just look at the sales figures. 我不知道怎么评估员工的工作。当然出勤和工作绩效判断起来很简单，我可以看销售量就行了。 Miss Lewis: So its the subjective criteria like team buliding and colleague support that you find hard? 像团队建设和相互支持这一类的主观标准，你觉得很难，是吗？ Mr. Lee: Exactly! Attitude... how do you rate attitude? 对。“态度”.....你怎么评估“态度”？ Miss Lewis: I suggest letting each employee fill out his or her own evaluation for those items. Then, based on their self - assessment, you can add your comments. Its a great

starting point for discussion of their perceptions versus others
perceptions of their performance. 我建议让每个员工各自填评估
表。然后，在他们自我评价的基础上，你可以加上自己的评
价。讨论他们自己的看法与别人对他们表现的看法是个好的
起点。 Mr. Lee: Great idea. And after all, thats the whole point of an
evaluation. I almost cant wait to give it a try. 好主意。这是评估的
真正意义所在。我等不及要去试一试了。 performance
evaluations 业绩评估 meeting with someone 找人谈话 rate the
employees work 给职员评估 attendance 出勤率 productivity 绩效
, 业绩（如产量，销售额，效率指在一定的时间里的工作量
） subjective criteria 主观标准 team buliding 团队建设 colleague
support 同事间的相互支持 self - assessment 自我评价 perception
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