

姚琼课堂



向麦当劳
学
绩效管理

个人绩效评估方式



绩效方面取得的工作成果(75%)
的综合评估

01

绩效驱动要素方面的
表现(25%)

02

个人绩效计划（IPP）

1

年初制定个人绩效计划，
重点在于确定绩效目标。

2

员工和直属上级将在
整个年度内对该计划进行更新。

3

在年中和年末对您的进展
情况进行评估。

绩效



举例 - IPP 部分

个人绩效计划 Individual Performance Plan

姓名: [] 职位: []
部门: [] 直属上级: []

目标和工作成果 (由领导本人填写)

- 目标1: []
- 目标2: []
- 目标3: []
- 目标4: []
- 目标5: []
- 目标6: []
- 目标7: []
- 目标8: []
- 目标9: []
- 目标10: []
- 目标11: []
- 目标12: []
- 目标13: []
- 目标14: []
- 目标15: []
- 目标16: []
- 目标17: []
- 目标18: []
- 目标19: []
- 目标20: []
- 目标21: []
- 目标22: []
- 目标23: []
- 目标24: []
- 目标25: []
- 目标26: []
- 目标27: []
- 目标28: []
- 目标29: []
- 目标30: []
- 目标31: []
- 目标32: []
- 目标33: []
- 目标34: []
- 目标35: []
- 目标36: []
- 目标37: []
- 目标38: []
- 目标39: []
- 目标40: []
- 目标41: []
- 目标42: []
- 目标43: []
- 目标44: []
- 目标45: []
- 目标46: []
- 目标47: []
- 目标48: []
- 目标49: []
- 目标50: []
- 目标51: []
- 目标52: []
- 目标53: []
- 目标54: []
- 目标55: []
- 目标56: []
- 目标57: []
- 目标58: []
- 目标59: []
- 目标60: []
- 目标61: []
- 目标62: []
- 目标63: []
- 目标64: []
- 目标65: []
- 目标66: []
- 目标67: []
- 目标68: []
- 目标69: []
- 目标70: []
- 目标71: []
- 目标72: []
- 目标73: []
- 目标74: []
- 目标75: []
- 目标76: []
- 目标77: []
- 目标78: []
- 目标79: []
- 目标80: []
- 目标81: []
- 目标82: []
- 目标83: []
- 目标84: []
- 目标85: []
- 目标86: []
- 目标87: []
- 目标88: []
- 目标89: []
- 目标90: []
- 目标91: []
- 目标92: []
- 目标93: []
- 目标94: []
- 目标95: []
- 目标96: []
- 目标97: []
- 目标98: []
- 目标99: []
- 目标100: []

领导期望 (由领导本人填写)

期望1: []

期望2: []

期望3: []

期望4: []

期望5: []

期望6: []

期望7: []

期望8: []

期望9: []

期望10: []

期望11: []

期望12: []

期望13: []

期望14: []

期望15: []

期望16: []

期望17: []

期望18: []

期望19: []

期望20: []

期望21: []

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期望23: []

期望24: []

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期望28: []

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期望86: []

期望87: []

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期望89: []

期望90: []

期望91: []

期望92: []

期望93: []

期望94: []

期望95: []

期望96: []

期望97: []

期望98: []

期望99: []

期望100: []

个人绩效计划 Individual Performance Plan

姓名: [] 职位: []
部门: [] 直属上级: []

领导期望 (由领导本人填写)

期望1: []

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期望5: []

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期望10: []

期望11: []

期望12: []

期望13: []

期望14: []

期望15: []

期望16: []

期望17: []

期望18: []

期望19: []

期望20: []

期望21: []

期望22: []

期望23: []

期望24: []

期望25: []

期望26: []

期望27: []

期望28: []

期望29: []

期望30: []

期望31: []

期望32: []

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期望35: []

期望36: []

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期望41: []

期望42: []

期望43: []

期望44: []

期望45: []

期望46: []

期望47: []

期望48: []

期望49: []

期望50: []

期望51: []

期望52: []

期望53: []

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期望57: []

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期望60: []

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期望62: []

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期望64: []

期望65: []

期望66: []

期望67: []

期望68: []

期望69: []

期望70: []

期望71: []

期望72: []

期望73: []

期望74: []

期望75: []

期望76: []

期望77: []

期望78: []

期望79: []

期望80: []

期望81: []

期望82: []

期望83: []

期望84: []

期望85: []

期望86: []

期望87: []

期望88: []

期望89: []

期望90: []

期望91: []

期望92: []

期望93: []

期望94: []

期望95: []

期望96: []

期望97: []

期望98: []

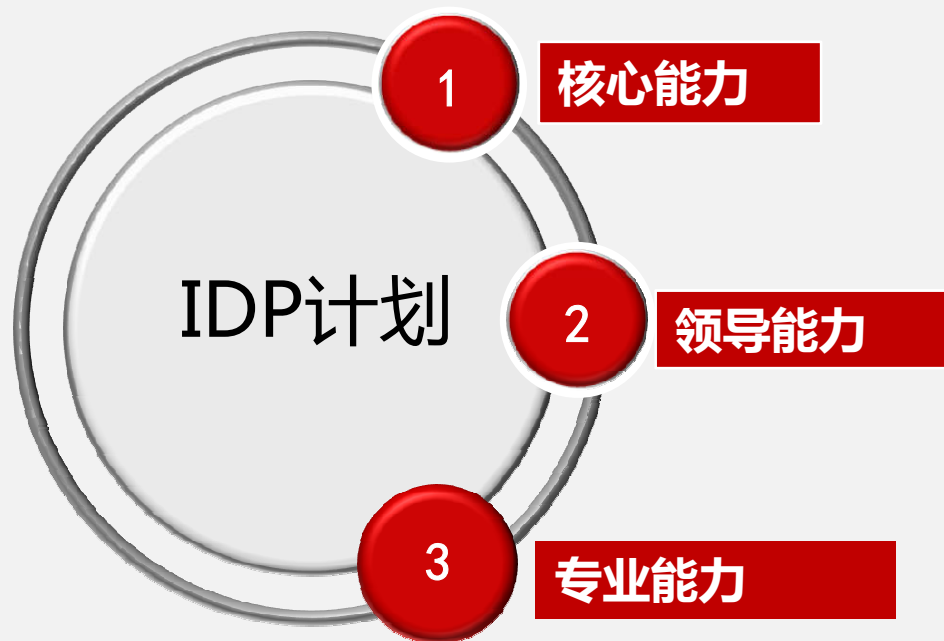
期望99: []

期望100: []

领导能力

按照级别针对期望行为
分别做了具体的描述

个人发展计划



举例 - IDP部分

  **个人发展计划**
Individual Development Plan

职业目标
发展目标
成功的衡量标准
行动步骤

职业目标 (Career Goal): 请描述您的职业目标，包括您希望从事的工作、行业或职位。 (Please describe your career goal, including the job, industry, or position you hope to pursue.)

发展目标 (Development Goal): 请描述您的发展目标，包括您希望提升的技能、知识或能力。 (Please describe your development goal, including the skills, knowledge, or abilities you hope to improve.)

成功的衡量标准 (Success Metrics): 请描述您如何衡量目标的成功。 (Please describe how you will measure the success of your goal.)

行动步骤 (Action Steps):

行动步骤	完成日期	所需资源/资金	进展情况

职业目标

发展目标

成功的衡量标准

行动步骤

Q&A

1 员工个人目标如何与实际工作结合？

2 个人发展计划（IDP）如何不留于形式？

3 绩效考核如何促进员工积极性？



Thanks