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| 单位委托存档人员聘用期内情况表 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 序号 业务表单W-03 本表存档，请认真填写 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 存档机构名称 | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 个人信息 | 姓名 |  | | | | | | | | | | | 存档号 | | | | |  | | | | | | | | | | | | 联系电话 | | |  | | |
| 身份证号 | | |  |  |  |  | |  |  |  | |  | |  |  |  | |  | |  |  | |  |  | |  | |  |  | | | | |
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| 聘用情况 | 工作起止日期 | | | | | | | | | | | | | | | | | | | 工作岗位 | | | | | | | | | | | 职务 | | | | |
| 年 月至 年 月 | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | |  | | | | |
| 年 月至 年 月 | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | |  | | | | |
| 年 月至 年 月 | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | |  | | | | |
| 年 月至 年 月 | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | |  | | | | |
| 兴趣专长： | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 自我鉴定 | 评价意见 | | 遵章守纪 | | | | | 专业技能 | | | | 管理协调 | | | | | 团队协作 | | | | | | 工作效率 | | | | | 工作创新 | | | | 综合评价 | | | |
| 好 | | □ | | | | | □ | | | | □ | | | | | □ | | | | | | □ | | | | | □ | | | | 优秀 | | □ | |
| 较好 | | □ | | | | | □ | | | | □ | | | | | □ | | | | | | □ | | | | | □ | | | | 称职 | | □ | |
| 一般 | | □ | | | | | □ | | | | □ | | | | | □ | | | | | | □ | | | | | □ | | | | 基本称职 | | □ | |
| 差 | | □ | | | | | □ | | | | □ | | | | | □ | | | | | | □ | | | | | □ | | | | 不称职 | | □ | |
| 填表说明：1.评价意见分为好、较好、一般、差；  2.请用签字笔在相应的综合评价、评价意见方框内画“✓”。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 本人聘用期间自我评价（思想表现、工作状况、有无违法违纪行为）  存档人员签名： 年 月 日 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | （以上内容确认无误后单位盖章） | | | | | | | | | | | |  | | | | | | | | | |
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| 单位确认 | 我单位于 年 月 日起与 终止（解除）劳动（聘用）合同，同时解除单位委托存档关系。  终止（解除）劳动（聘用）合同原因： □合同到期 □双方协商解除 □本人辞职  □其他：  单位盖章：  年 月 日 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |