附件1

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| 事业单位工作人员年度考核结果统计表 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| （2023年度） | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 填表单位（盖章）： | | | | | | | | 填表人： | | | | | | 电话： | | | | | | 年 月 日 | | | | | | |
| 项目 | | | | | 总计 | | | 实 际 参 加 考 核 人 数 | | | | | | | | | | | | | | | | 不参加考核人数 | | |
| 小计 | 优秀 | | | 合格 | | 基本合格 | | 不合格 | | | | 不定  等次 | | | |
| 总人数 | | | | |  | | |  |  | | |  | |  | |  | | | |  | | | |  | | |
| 管理人员 | | | | |  | | |  |  | | |  | |  | |  | | | |  | | | |  | | |
| 专业技术人员 | | | | |  | | |  |  | | |  | |  | |  | | | |  | | | |  | | |
| 工勤人员 | | | | |  | | |  |  | | |  | |  | |  | | | |  | | | |  | | |
| 试用期人员 | | | | |  | | |  |  | | |  | |  | |  | | | |  | | | |  | | |
| 优秀比例 | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| 处分情况 | | | 警告 | | | | | | 记过 | | | | | 降低岗位等级或者撤职 | | | | | | 开除 | | | | | | |
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| 事业单位主管部门审核意见 | | | 同意考核结果为：优秀 人；合格 人；基本合格 人；不合格 人；不定等次 人；不参加考核 人。  （盖章） 年 月 日 | | | | | | | | | | | | | | | | | | | | | | | |
| 事业单位人事综合管理部门核准备案意见 | | |  | | | | |  |  | | |  | |  | |  | | | | （盖章） 年 月 日 | | | | | | |
| 注：1、本表由事业单位填写一式两份，主管单位、人社部门各一份；  2、本表用A4纸打印。 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 附件2： | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 事业单位工作人员年度考核备案表  （2023年度） | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 填报单位（章）： | | | | | | | | | | | | | 填报时间： | | | | | | | | | | | | | | |
| **序号** | | **姓 名** | | | | **出生年月** | | | | **参加工作**  **时间** | | | **职务、职称** | | | | **量化得分** | | | | **考核等次** | | | | **备注** | | |
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| 主管部门意见（盖章）： | | | | | | | | | |  | | | 人社部门意见（盖章）： | | | | | | | | | | | |  | | |
| 注：本表一式两份，主管单位、人社部门各一份。 | | | | | | | | | | | | | | | | | |  | | | |  | | |  | | |
| 附件3： | | |  | | |  | | | |  | |  | |  | | | |  | | | |  | | |
| 事业单位工作人员年度考核登记表 | | | | | | | | | | | | | | | | | | | | | | | | |
| （2023年度） | | | | | | | | | | | | | | | | | | | | | | | | |
| 单位名称： | | | | | | | | | | | | | | | | | | | | | | | | |
| 姓名 | | |  | | | 性别 | | | |  | | | | 出生年月 | | | | | | | |  | | |
| 政治面貌 | | |  | | | 文化程度 | | | |  | | | | 参加工作时间 | | | | | | | |  | | |
| 工作单位 | | |  | | | | | | | | | | | | | | | | | | | | | |
| 岗位名称 | | |  | | | | | | | | | 岗位类别 | | | | | |  | | | | | | |
| 工 作 实 绩 | | | | | | | | | | | | | | | | | | | | | | | | |
| 注：1、本表适用事业单位工作人员和机关工勤，一式一份，存入个人档案； | | | | | | | | | | | | | | | | | | | | | | | | |
| 2、岗位类别是指管理岗位、专业技术岗位、工勤岗位。 | | | | | | | | | | | | | | | | | | | | | | | | |
| 分管领导意见： | | | | | | | | | | | | | | | | | | | | | | | | |
| 签名： 年 月 日 | | | | | | | | | | | | | | | | | | | | | | | | |
| 考核小组意见：经综合考核，该同志考核 分，评议 分，奖励 分，扣减 分，总得分 分。依据量化排序名次，经考核小组研究，建议该同志年度考核为 等次。 | | | | | | | | | | | | | | | | | | | | | | | | |
| 年 月 日 | | | | | | | | | | | | | | | | | | | | | | | | |
| 单位意见： | | | | | | | | | | | | 主管部门意见： | | | | | | | | | | | | |
| 负责人签字： （单位盖章） | | | | | | | | | | | |  | | | | | | | | | | | | |
| 年 月 日 | | | | | | | | | | | | 年 月 日 | | | | | | | | | | | | |
| 本人意见： | | | | | | | | | | | | | | | | | | | | | | | | |
| 签名： 年 月 日 | | | | | | | | | | | | | | | | | | | | | | | | |
| 复核意见： | | | | | | | | | | | | | | | | | | | | | | | | |
| 负责人签名： （单位盖章）  年 月 日 | | | | | | | | | | | | | | | | | | | | | | | | |
| 人社部门意见： | | | | | | | | | | | | | | | | | | | | | | | | |
| 年 月 日 | | | | | | | | | | | | | | | | | | | | | | | | |

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| 附件4： | | |  | |  | |  |  | |  | |  | |  | | |  | |  | |  | |  |
| 2023年度事业单位考核备案花名册 | | | | | | | | | | | | | | | | | | | | | | | |
| 聘用单位盖章： | | | | | | 主管部门盖章： | | |  | | | | | | | | | 审核单位盖章： | |  | |  | |
| 序号 | 姓 名 | 性别 | | 出生年月 | | 民族 | | 学 历 | 毕业院校及专业 | | | | 参加工作  时间 | | 现聘岗位类别 | | | 现聘岗位等级 | | 考核等次 | | 备 注 | |
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| 注：1.此表一式二份，审定后主管部门、人社局各留存一份；2.考核不同等次要按顺序并隔开一行填报；3.出生时间以档案专审时间为准。 | | | | | | | | | | | | | | | | | | | | | | | |
| 填报人（签字）： | | |  | | | | | 联系电话： | | |  | | | | | 单位负责人（签字）： | | |  | | | | |

附件5：

事业单位工作人员处分情况汇总表

（2023年度 总计 人）

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| **序号** | **姓名** | **性别** | **岗位名称** | **岗位等级** | **处分类型** | **违法违纪行为** | **处分期限** | **做出处分决定的部门（单位）** | **备注** |
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注：1.“处分类型”，事业单位从事管理的人员填写：警告、记过、记大过、降级、撤职、开除；其他人员填写：警告、记过、降低岗位等级、开除；

2.“违法违纪的行为”填写《事业单位工作人员处分规定》中的具体条款（第十六条至第二十三条）；

3.需对某一问题特别加以说明的，请另附。