**Notice of Investigation & Assessment of Middle-level Management Personnel and Selection of Reserve Talents**

**关于开展中层领导班子考察及储备人才选拔**

**工作的通知**

**To All Departments:**

**各部门：**

For ensuring a comprehensive, objective, fair & accurate assessment of the middle-level management personnel, an investigation will be started to assess the management team of each Dept. Meanwhile, in order to strengthen the construction of reserve forces and provide sufficient talent resources to support HYBN sustainable development, we will select reserve talents of all levels by means of recommendation and assessment according to *HYBN Talent Development and Training Management Regulations.* We hereby give the notice as follows:

为全面、客观、公正、准确地评价中层领导班子的情况和加强后备队伍建设，决定对各部门领导班子进行全面考察。并根据公司《人才开发与培养管理办法》相关规定，进行各层级储备人才选拔（集中推荐、考察认定）工作，为公司可持续发展提供充足的人才储备。现将有关事项通知如下：

1. **Main Contents of Investigation & Assessment**
2. **考察主要内容**

**1.****Contents of Investigation & Assessment of** **Middle-level Management Personnel中层领导班子考察内容：**

(1) Unity & cooperation: including the combination of collective leadership with individual responsibility, unity & cooperation, conflict management ability, exertion of overall function, etc. 团结协作。包括坚持集体领导与个人分工相结合，团结协作、解决自身矛盾能力、整体功能发挥等情况。

(2) Leadership: including organization, coordination,

Comprehensive analysis, scientific decision-making, use of personnel, acting by law, team cohesiveness, innovation, ability to deal with complex problem, etc. Additionally, special attention will be paid to their overall control ability when it refers to the assessment of Dept. Directors. 领导能力。包括组织协调，综合分析，科学决策，知人善任，依法办事，凝聚力，创造力，解决复杂问题等能力，对正职还应重点考察驾驭全局的能力。

(3) Personal integrity: including staying in close contact with staff, solving practical problems, righteousness, meritocracy, self-discipline, sense of responsibility, diligence, professional ethics, inclusiveness, etc. 作风形象。包括密切

联系员工，注重解决实际问题，公道正派，任人唯贤，严于律己，敢于负责，勤奋敬业、亲和力等情况。

(4) Work achievements: including practicality,innovation, progresses, improvement, dealing with complex issues, pushing forward the fulfillment of work targets, etc. 工作业绩。包括求实创新，开拓进取和处理复杂问题，推进公司各项工作目标等完成情况。

(5) Fiscal probity & self-discipline: including setting a good example, fiscal probity, self discipline, etc. 廉洁自律。包括以身作则和个人廉洁自律等情况。

**2. Contents of Assessment of Candidates for Reserve Talents Selection各级储备人才推荐人选考察内容：**

The candidates will be assessed in terms of their technical skills, thoughts, behaviors, work achievements, integrity, working style, potentials, main expertise, personality, etc. 主要考察推荐人选技术水平、思想行为表现、工作绩效、工作作风、发展潜力、主要专长、个性特点等内容。

**II. Method of Investigation & Assessment:**

1. **考察方法：**

1. Investigation of middle-level management personnel: The investigation will be made by having conversations with individuals, consulting their views, referring to documents, etc. 中层领导班子成员：根据工作，本次考察采取个别谈话征求意见、查阅相关资料等相结合的方式进行。

2. Assessment of candidates for reserve talents selection: The assessment including quantities of reserve talents, structure requirements, qualifications for selection, selection procedures, etc. will be made according to *HYBN Talent Development and Training Management Regulations.* The Human Resource Dept. will also make assessment of the middle-level management reserve talents. 储备人才建议人选：储备人才数量、结构要求、选拔条件、选拔程序等按照《人才开发与培养管理办法》相关储备人才考察认定程序进行。本次人力资源部同时考察中层储备人才。

**III. Schedule**

1. **时间安排**

1. Schedule of Investigation 考察时间

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| --- | --- | --- | --- |
| **Time of Investigation**  **考察时间** | **Dept. to Be Investigated**  **考察部门** | **Date**  **考察时间** | **Dept. to Be Investigated**  **考察部门** |
| May 7th  5月7日 | Refining Dept. I  炼油一部 | May 8th  5月8日 | Refining Dept. II  炼油二部 |
| May 9th  5月9日 | Refining Dept. III炼油三部 | May 10th  5月10日 | Refining Dept. IV  炼油四部 |
| May 11th  5月11日 | Utility Dept.  公用工程部 | May 13th 5月13日 | Port Storage & Transportation Dept.  港务储运部 |
| May 14th  5月14日 | Co-generation Unit Dept.  热电部 | May 15th  5月15日 | Electrical Dept.  电气运行部 |
| May 16th  5月16日 | Instrument & Control Dept.  仪表控制部 | May 17th  5月17日 | Equipment Maintenance Dept.设备检修部 |
| May 18th  5月18日 | General Manager Office  总经理办公室 | May 20th  5月20日 | Commercial Dept.  商务部 |
| May 21st  5月21日 | Financial Management Dept.财务管理部 | May 22th  5月22日 | Material & Equipment Dept.物资装备部 |
| May 23rd  5月23日 | Information Management Dept.信息管理部 | May 24th  5月24日 | Mechanical & Power Dept.  机械动力部 |
| May 25th  5月25日 | Planning & Dispatching Dept.计划调度部 | May 27th  5月27日 | HSE Management Dept.  HSE管理部 |
| May 28th  5月28日 | Quality Inspection Dept.  质量检验部 | May 29th  5月29日 | Human Resource Dept.  人力资源部 |

**Note: Time of investigation is subjected to change based on availability of the Dept. to be investigated. 备注：考察时间可根据各部门工作安排适时调整。**

2. Date of submission of reserve talents: The *Reserve Talents* *Information Summary List*(See Attachment)and assessment documents shall be submitted to Human Resource Dept. within 10 days after the assessment is completed. 储备人才提报时间：关键岗位储备人才信息汇总表（见附件）及考察材料在部门考察结束后10个工作日内提报人力资源部。

**IV. Investigation & Assessment Documents to be Submitted for Approval**

**四、上报审定**

1. Upon the completion of investigation of middle-level management personnel, the Human Resource Dept. will prepare investigation documents and reports and submit them to CEO for approval.中层领导班子成员考察工作结束后，人力资源部做好各部门领导班子考察材料和考察报告，报CEO审定。

2. Upon the completion of assessment of candidates for reserve talents selection, each Dept. shall prepare the *Reserve Talents* *Information Summary List* (See Attachment), assessment & selection documents, etc., and submit them to the Human Resource Dept. for summarizing. The summarized documents will be submitted to CEO for approval to form an annual talent pool.储备人才建议人选考察工作结束后，各部门按照要求上报储备人才信息汇总表（见附件）及考察推荐材料等，报人力资源部审核汇总，报CEO审定，形成本年度储备人才库。

**V. Other Requirements**

**五、其他要求**

1. The selection of reserve talents will be organized by the Human Resource Dept. Each Dept. shall cooperate and assist the Human Resource Dept. with regard to the recommendation of reserved talents储备选拔工作由人力资源部具体负责组织实施，各部门按职责分工做好配合工作，并协助人力资源部做好储备干部的推荐工作。  
 2. High attention shall be paid by each Dept. to the investigation of middle-level management personnel as well as selection of reserve talents. Each Dept. shall prepare well to ensure the activities to be carried out smoothly. 各部门要高度重视此次干部考察及储备人才选拔工作，认真做好准备，保证此项工作的顺利进行。

附件：   
 Attachment: *Reserve Talents* *Information Summary List*

Human Resource Dept.

May 3rd,2019

人力资源部

2019年05月03日