

Project Appraisal # 5
Construction Management Staff Appraisal

Personnel Information

Name _____ Employee # _____
Job Title _____ Date Hired _____
Div./Dept. _____ Time in position _____
Work Location _____ Last appraisal _____

Supervisory Review And Approval

Length of time employee under your supervision _____
Immediate Supervisor _____ Date _____
Upper Level Manager _____ Date _____
Upper Level Manager _____ Date _____
Officer initials after review _____ Date _____

Before you fill out the rest of this form, be sure to do the following:

1. Pull employee's personnel file.
2. Review employee's current job description requirements.
3. Review last appraisal and pertinent materials added to file since last evaluation
4. Gather information by consulting other supervisors and co-workers of the employee.

Important

These evaluations are meant to be a continuous measure of the employee's progress and to determine how and where further development can be achieved.

This appraisal form is divided into three sections. Section A & B are to be completed prior to employee interview. Section C is to be completed by employee after appraisal interview and returned to personnel.

Employee returned comment section on (date) _____

After two reminders, on _____ and _____ employee has not returned comment section.

Part A Appraisal Form

Instructions

1. Rate employee against those job dimensions that apply to the current position.
2. Record major comments to discuss with the employee.
3. Rate employee on each applicable category by circling the appropriate number. Indicate which of the listed subcategories the employee satisfies or does not satisfy
4. If a certain category does not apply or is not observable, circle NA.

Rating Scale

- 1 Unsatisfactory: Does not meet job requirements
- 2 Fair: Partially satisfies job requirements
- 3 Satisfactory: Nearly satisfies job requirements
- 4 Competent: Consistently satisfies job requirements
- 5 Excellent: Contributions exceed job requirements
- 6 Outstanding : Excels in all aspects of the job

Job Knowledge

NA 1 2 3 4 5 6

-
- ___ aware of responsibilities in current position
 - ___ knowledge of available information sources
 - ___ understands and effectively implements appropriate data processing procedures
 - ___ understands systems, software, information and equipment needed to fulfill responsibilities
 - ___ aware of available up and coming technologies applicable to line of work
 - ___ ensures company follows current government, state, and local laws and requirements

Problem Solving and Decision Making

NA 1 2 3 4 5 6

-
- ___ deduces and implements safe and cost effective solutions to problems
 - ___ recognizes future problems and implements preventative action
 - ___ works without need to constant supervision
 - ___ resolves disputes in a fair and proper manner
 - ___ seeks assistance and clarification from proper authorities where applicable

Business Relations

NA 1 2 3 4 5 6

-
- ___ communicates and cooperates with internal co-workers
 - ___ helps create and sustain a positive company image
 - ___ creates a positive working environment for everyone
 - ___ communicates and cooperates with workers from other companies or departments
 - ___ answers phone, takes messages professionally and effectively
 - ___ develops and maintains correspondence with contacts outside the company

Personal Organizational Commitment

NA 1 2 3 4 5 6

-
- ___ appropriate cleanliness of individual's work and work area
 - ___ has required paperwork, equipment, and information to complete assigned tasks
 - ___ observes designated start time and lunch time period with promptness
 - ___ adheres to and enforces company policies
 - ___ takes proper care of equipment for which he or she is responsible
 - ___ maintains backups of all critical information

Performance Appraisal Practices In The Construction Industry

Job Safety

NA 1 2 3 4 5 6

- knowledge of hazard communication standard
- awareness and practice of company safety policies
- participate and contributes to safety meetings
- correctly and promptly reports all accidents
- correctly and promptly reports unsafe equipment or conditions

Planning, Scheduling, and Job Coordination

NA 1 2 3 4 5 6

- completes necessary forms and paperwork correctly and promptly
- gets all required papers and information to appropriate party on time (internal)
- gets all required papers and information to appropriate party on time (external)
- appropriately schedules time and materials to effectively complete job
- coordinates with others to avoid schedule conflicts
- completes designated tasks within required time limits

Quality of Work

NA 1 2 3 4 5 6

- works accurately (right things right the first time)
- diligently pursues correction of mistakes
- seeks and suggests possibilities for improvement within department
- seeks and suggests possibilities for improvement in other departments
- seeks and suggests possibilities for improvement for company as a whole
- seeks and suggests possibilities for improvement within department
- checks that work is done correctly, follows up
- uses standard check systems to ensure information is accurate

Cost Control

NA 1 2 3 4 5 6

- plans ahead to save time and money
- uses available materials well; minimizes waste, few errors
- effectively uses and keeps track of materials
- meets budget objectives
- adheres to company efficiency policy

Operating Performance

NA 1 2 3 4 5 6

- considers the whole picture when making decisions
- attendance record; give supervisor appropriate notice
- participates in TQM meetings
- willing to learn more about his or her position and company as a whole
- delivers quality professional results to internal customers
- delivers quality professional results to external customers
- shows improvement since last review