



<b>EMPLOYEE NAME</b>		<b>DATE OF HIRE</b>	
<b>JOB TITLE</b>		<b>RATING PERIOD</b>	
		<b>REVIEWED BY</b>	

**PERFORMANCE SUMMARY**

CATEGORY	1	2	3	4	5	6	7	8	9	10	TOT	Overall Score
<b>IMPORTANCE RATING</b>											A	(B/A)
<b>PERFORMANCE RATING</b>												
<b>WEIGHTED SCORE</b>											B	

**EMPLOYEE PERFORMANCE EVALUATION AND PROGRESS REVIEW**

This review will be used to rate your performance over the past 6 months. At the end of your work year, based on your date of hire, your last two review scores will be used to calculate your merit increase.

Your performance has been rated in ten categories. Each of these has an importance rating based on your job description. The average of these weighted scores is your overall performance score. A description of these importance ratings is on page 2.

In each category, a score of 4 indicates you are performing to the minimum standards of your job description. This is the score you start with at the beginning of each rating period. A description of the performance rating scores is on page 2.

To determine your overall score, your performance rating for each category is multiplied by its importance rating to arrive at a weighted score. These are totaled (B). The performance ratings are also totaled (A). The final overall score is B divided by A.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Christopher Wright, President

\_\_\_\_\_  
Date

### IMPORTANCE RATINGS

Your job description determines the importance rating for each performance category you are rated on.

0—Does not apply; definitely not a part of the job

1—Rarely a part of the job; may be a minor part of the job under unusual circumstances

2—Occasionally part of the job; but not part of daily routine

3—Regular part of the job; an element of which is typically part of the daily routine

4—Regular part of the job; and an element of substantial importance which must be considered carefully at each occurrence

### PERFORMANCE RATINGS

7—OUTSTANDING: The employee's performance clearly exceeds job requirements

6—WELL ABOVE SATISFACTORY: The employee's performance meets and usually exceeds job requirements

5—ABOVE SATISFACTORY: The employee's performance meets and occasionally exceeds job requirements

4—SATISFACTORY: The employee's performance meets job requirements

3—BELOW SATISFACTORY: The employee's performance occasionally does not meet job requirements

2—WELL BELOW SATISFACTORY: The employee's performance usually does not meet job requirements

1—WEAK: The employee's work clearly does not meet job requirements

0—NOT OBSERVED: This is **NOT** a negative comment

### PERFORMANCE CATEGORIES

IMPORTANCE RATING	PERFORMANCE RATING							IMPORTANCE RATING	PERFORMANCE RATING						
	7	6	5	4	3	2	1		0	7	6	5	4	3	2
<p><b>1. QUALITY OF WORK:</b> How effectively this person produces a high caliber of work compared with accepted standards of performance.</p> <p><b>Guidelines:</b></p> <ul style="list-style-type: none"> <li>Exhibits a high attention to detail</li> <li>Finished work shows a high level of craftsmanship</li> <li>Shows continuous improvement in craft</li> <li>Brings issues to the attention of their supervisor when necessary (i.e.-unforeseen conditions, design modifications, etc.)</li> <li>Holds themselves to a high standard of excellence in their craft</li> <li>Works to maintain the reputation of the company for fine quality of work and no corners cut</li> </ul>								<p><b>2. QUANTITY OF WORK:</b> The extent to which this person produces a specified amount of volume of work compared to standards, expectations, and deadlines.</p> <p><b>Guidelines:</b></p> <ul style="list-style-type: none"> <li>Looks for work during slack time</li> <li>Moves quickly between tasks or assignments</li> <li>Performs all assigned tasks in an urgent and timely manner</li> <li>Maintains a high level of intensity and focus on the job</li> <li>Performs tasks at or above the required rate</li> <li>Shows continuous improvement in efficiency and economy of motion while maintaining a high quality of finished work</li> <li>Works to ensure projects move quickly and efficiently through to completion</li> </ul>							
<b>COMMENTS:</b>								<b>COMMENTS:</b>							

IMPORTANCE RATING	PERFORMANCE RATING								IMPORTANCE RATING	PERFORMANCE RATING							
	7	6	5	4	3	2	1	0		7	6	5	4	3	2	1	0
<p><b>3. BEHAVIOR FLEXIBILITY:</b> How effectively this person adapts to changing work demands and priorities, learns and/or assumes new tasks, and controls emotion under the demands of the job.</p> <p><b>Guidelines:</b></p> <ul style="list-style-type: none"> <li>• Displays positive attitude towards changes in assignments</li> <li>• Reacts to unusual or problem situations in a positive and efficient manner</li> <li>• Attends training and meetings when requested</li> <li>• Learns and performs new tasks</li> <li>• Works extra hours as requested</li> <li>• Responds to changing work flow</li> <li>• Is willing to pitch in to help others without complaint</li> <li>• Maintains a positive attitude in the face of difficult clients and projects</li> </ul>									<p><b>4. WORKING WITH MINIMAL SUPERVISION:</b> How effectively this person follows through on assignments, requires the appropriate level of supervision, and recognizes the need for action and assumes responsibility without prompting (i.e., initiative)</p> <p><b>Guidelines:</b></p> <ul style="list-style-type: none"> <li>• Listens carefully to instructions and does not often require repetition of instructions</li> <li>• Reports to assigned work areas without delay and ready to work</li> <li>• Moves to new work without prompting</li> <li>• Performs tasks with a sense of urgency</li> <li>• Takes the initiative to address areas that need attention</li> <li>• Completes assigned tasks without follow-up</li> <li>• Maintains consistent production throughout work day</li> <li>• Ensures entire area is ready for the next work day</li> <li>• Schedules lunches and breaks around material deliveries and flow of work when necessary without direct prompting</li> </ul>								
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	7	6	5	4	3	2	1	0		7	6	5	4	3	2	1	0
<p><b>5. COOPERATION AND TEAMWORK:</b> How effectively this person gets along and communicates with other employees, vendors, and subcontractors and contributes to the overall success of our projects.</p> <p><b>Guidelines:</b></p> <ul style="list-style-type: none"> <li>• Shows consideration and respect for others</li> <li>• Cooperates with other trades, vendors, and employees without prompting</li> <li>• Gives unsolicited advice to fellow employees as needed</li> <li>• Promotes unity and cohesiveness of the team by setting a positive example and displaying a positive attitude</li> <li>• Does not complain about work assignments, hours, or work conditions</li> <li>• Helps orient new team members</li> <li>• Helps other team members learn changes to operations</li> <li>• Initiates open and constructive communication with supervisor and coworkers to resolve individual/team problems</li> <li>• Accepts constructive criticism</li> </ul>									<p><b>6. PLANNING AND ORGANIZING:</b> How effectively this person recognizes what needs to be done and contributes to improving workgroup quality and productivity.</p> <p><b>Guidelines:</b></p> <ul style="list-style-type: none"> <li>• Makes efficient use of time and motion</li> <li>• Actively participates in quality improvement efforts</li> <li>• Makes suggestions to supervisor concerning operational problems</li> <li>• Helps keep work area and tools neat, organized, and ready for use</li> <li>• Helps to maintain company tools and notifies supervisor of problems, damage, or maintenance issues</li> <li>• Looks ahead for material, tool, and personnel needs and notifies their supervisor or works within their team to secure same</li> <li>• Pays attention to how their work affects other trades</li> <li>• Pays attention to how their work affects the overall project</li> </ul>								
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<p><b>7. WORKING SAFELY:</b> The extent to which this person follows safety procedures, is watchful for safety hazards, takes action to correct or prevent hazards and communicates with others about safety hazards</p> <p><b>Guidelines:</b></p> <ul style="list-style-type: none"> <li>• Does not participate in horseplay</li> <li>• Takes action to correct or prevent hazards</li> <li>• Does not incur preventable injuries</li> <li>• Does not cause or contribute to preventable accidents</li> <li>• Uses all tools in a safe manner</li> <li>• Uses ladders, scaffolds, and walk boards in a safe manner</li> <li>• Selects the proper tool for the task at hand</li> <li>• Uses proper eye and hearing protection when appropriate</li> <li>• Ensures a safe environment for homeowners/project owners, their families, and all visitors to our offices or projects</li> <li>• Promptly brings jobsite safety issues to the attention of their supervisor</li> </ul>									<p><b>8. SERVICE:</b> The extent to which this person adheres to our company goals and mission statement regarding the service and daily experience we provide our clients.</p> <p><b>Guidelines:</b></p> <ul style="list-style-type: none"> <li>• Works to maintain a clean and orderly jobsite through daily cleanup and dust control</li> <li>• Protects client property from damage during projects</li> <li>• Works to prevent messes and debris from spilling over into parts of home and property we are not working in</li> <li>• Is sensitive and protective of our clients' family, pets, and property</li> <li>• Uses protective barriers of plastic and/or foam when appropriate</li> <li>• Keeps jobsites locked and secure when leaving for lunch and at the end of each day</li> <li>• Brings issues to the attention of their supervisor (unhappy clients, mistakes, damages to property, etc.)</li> <li>• Works to ensure our sub contractors and vendors follow all of the above and notifies supervisor immediately when they don't</li> </ul>																																														
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<p><b>9. PUNCTUALITY:</b> The extent to which this person is punctual compared to the standard:</p> <table border="1"> <thead> <tr> <th>Days Late</th> <th>%</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>Available work days</td> <td>100</td> <td>7</td> </tr> <tr> <td rowspan="6">Punctuality %</td> <td>99-99.9</td> <td>6</td> </tr> <tr> <td>98-98.9</td> <td>5</td> </tr> <tr> <td>97-97.9</td> <td>4</td> </tr> <tr> <td>96.5-96.9</td> <td>3</td> </tr> <tr> <td>96-96.4</td> <td>2</td> </tr> <tr> <td>0.00-95.9</td> <td>1</td> </tr> </tbody> </table>									Days Late	%	Score	Available work days	100	7	Punctuality %	99-99.9	6	98-98.9	5	97-97.9	4	96.5-96.9	3	96-96.4	2	0.00-95.9	1	<p><b>10. ATTENDANCE:</b> The extent to which this person is in attendance compared to the standard:</p> <table border="1"> <thead> <tr> <th>Days Absent</th> <th>%</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>Available work days</td> <td>100</td> <td>7</td> </tr> <tr> <td rowspan="6">Attendance %</td> <td>99-99.9</td> <td>6</td> </tr> <tr> <td>98-98.9</td> <td>5</td> </tr> <tr> <td>97-97.9</td> <td>4</td> </tr> <tr> <td>96.5-96.9</td> <td>3</td> </tr> <tr> <td>96-96.4</td> <td>2</td> </tr> <tr> <td>0.00-95.9</td> <td>1</td> </tr> </tbody> </table>									Days Absent	%	Score	Available work days	100	7	Attendance %	99-99.9	6	98-98.9	5	97-97.9	4	96.5-96.9	3	96-96.4	2	0.00-95.9	1
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**SUMMARY COMMENTS**

**EMPLOYEE COMMENTS**

**PERFORMANCE PLANNER**

<b>Performance areas where improvement is needed or future growth opportunities</b>	<b>Knowledge, skills, or abilities to be developed</b>	<b>Development activities or assignments</b>