

Close Construction, Inc.
Superintendent Evaluation and Review Form

Superintendent Name:

Position:

Review Period: From: To:

Reviewed By:

Descriptive Ratings:

- Excellent:** Superintendent exceeds Close Construction's expectations on all aspects of the duties that have been assigned to that individual.
- Good:** Superintendent meets the required aspects of his or her job in both judgment and performance.
- Fair:** Superintendent's performance needs some improvement.
- Poor:** Superintendent's performance is below company standards and improvement is required to avoid termination.

Please check the appropriate box which best defines the work ethics of the above named Superintendent.

1. How does this Superintendent rate when it comes to knowing every aspect of the job he/she works on?

☐ Excellent☐ Good☐ Fair☐ Poor

2. How does this Superintendent rate when it comes to communicating with subcontractors, clients and other business contacts?

☐ Excellent☐ Good☐ Fair☐ Poor

3. How does this Superintendent rate when it comes to completing the proper project documentation?
- ☐ Excellent ☐ Good ☐ Fair ☐ Poor
4. How does this Superintendent work and interact with other employees?
- ☐ Excellent ☐ Good ☐ Fair ☐ Poor
5. How effective is this Superintendent when it comes to adhering to a project schedule?
- ☐ Excellent ☐ Good ☐ Fair ☐ Poor
6. How effective is this Superintendent at having materials at the jobsite so that the employees have the materials necessary to complete the day's work?
- ☐ Excellent ☐ Good ☐ Fair ☐ Poor
7. How would this Superintendent be rated on overall appearance with regard to representing Close Construction (ie: wearing the shirts provided, neatness and cleanliness)?
- ☐ Excellent ☐ Good ☐ Fair ☐ Poor
8. How does this Superintendent rate in his/her professionalism and representing Close Construction on a daily basis?
- ☐ Excellent ☐ Good ☐ Fair ☐ Poor
9. How does this Superintendent rate regarding showing up for work on time?
- ☐ Excellent ☐ Good ☐ Fair ☐ Poor
10. How does this Superintendent rate for carrying his/her work load and putting in a full day's work?
- ☐ Excellent ☐ Good ☐ Fair ☐ Poor

11. How does this Superintendent rate in maintaining a clean and safe work environment?
- ☐ Excellent ☐ Good ☐ Fair ☐ Poor
12. How does this Superintendent rate on his/her willingness to do something in addition to or different from his/her normal duties?
- ☐ Excellent ☐ Good ☐ Fair ☐ Poor
13. How does this Superintendent rate in his or her interest and commitment to Close Construction?
- ☐ Excellent ☐ Good ☐ Fair ☐ Poor
14. How does this Superintendent rate when it comes to going the extra mile to complete a task?
- ☐ Excellent ☐ Good ☐ Fair ☐ Poor
15. How does this Superintendent rate regarding communicating with co-workers and keeping them abreast of important information they need to know?
- ☐ Excellent ☐ Good ☐ Fair ☐ Poor
16. How well does this Superintendent follow instructions?
- ☐ Excellent ☐ Good ☐ Fair ☐ Poor

Comments and recommendations:

Performance evaluation has been reviewed with me and I understand that I may add any comments, if desired.

Superintendent Signature: _____

Date: _____