**Contractor Performance Evaluation Form**

**Contractor and Project Details  
Contractor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Project Start and End Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Evaluation Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Evaluator Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Performance Evaluation**

1. **Project Planning and Organization:**
   * **Did the contractor effectively plan and organize tasks?  
     ☐ Excellent ☐ Good ☐ Satisfactory ☐ Poor**
   * **Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Quality of Execution:**
   * **Rate the overall quality of the completed work.  
     ☐ Excellent ☐ Good ☐ Satisfactory ☐ Poor**
3. **Client Satisfaction:**
   * **How satisfied were the clients with the contractor’s work?  
     ☐ Very Satisfied ☐ Satisfied ☐ Neutral ☐ Dissatisfied**

**Adherence to Budget and Resources**

| **Category** | **Stayed Within Budget** | **Exceeded Budget** | **Efficiently Used Resources** |
| --- | --- | --- | --- |
| **Labor Costs** | **☐** | **☐** | **☐** |
| **Materials and Supplies** | **☐** | **☐** | **☐** |
| **Equipment Usage** | **☐** | **☐** | **☐** |

**Recommendations for Future Work**

* **Specific suggestions for improvement or acknowledgment of strong performance:**

**Signature of Evaluator  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**