



Field Worker Review

It is the intent of the Company to provide routine evaluation of skills and attitudes that help to meet our commitments. It is incumbent upon management to provide information for a complete human resource database designed to improve overall Company performance. You are responsible to complete this form each time an employee leaves your project.

Rating Codes and Description

- 1) **Outstanding** – This individual's performance exceeds expectations and is a crucial asset to the Company.
 - 2) **Satisfactory** – This individual's performance meets expectations as required.
 - 3) **Needs Improvement** – This individual's performance is less than expected. Needs training and/or experience.
 - 4) **Unacceptable** – Individual needs removed from project and is not to be dispatched again.
 - 5) **Not Applicable** – Cannot evaluate for this section due to lack of available information.
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Employee Name & No.

Oper./Lab.

Job Manager

Date of Event

Reason for Review: Laid off* _____, Trans. to Other Job _____, Quit _____, Fired* _____, Rehire? _____

*If laid off or fired, please fill out employee's hours on the next page.

Equipment Operator Skills

Ability to safely operate, maintain production goals, overall knowledge of construction process, accuracy, and the ability to work independently.

Track Hoe _____ Motor Grader _____ Dozer (Push or Finish) _____ Scraper _____

Loader (Pipe or Pit) _____ Backhoe _____ Other _____

Laborer Skills

Working knowledge of safety procedures, overall knowledge of construction process, accuracy, and ability to work independently.

Grade Checker _____ Layout/Survey _____ Pipe Layer _____ Top Hand _____ General Laborer _____

Versatility

Rate the knowledge and skill level of the employee as it relates to the following categories.

Pipe _____ Earthwork (Mass Grading) _____ Fine Grading _____ Structural Ex. _____

Willingness

A positive attitude that helps crew morale and give the Job Manager confidence in employees' skills and performance. Willingness to do a variety of tasks, works independently or as a team member, and can easily be placed with other crews.

Rating _____

Reliability

Self-supervising, accurate, respects equipment, and attendance is reliable.

Rating_____

Safety Practices and Attitudes

An employee's work habits and application of safety knowledge.

Rating_____

Potential

Ability to learn and apply new skills; employee's attitude about learning new things. Additionally, the employee's credibility among crewmembers and willingness to contribute new ideas.

Trainability_____ Leadership_____

Additional Comments

Hours for Last Check

DAY OF WEEK	DATE	JOB NUMBER	PHASE CODE	HOURS
SUNDAY				
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				

Employee Wants Check:

Mailed_____ Pick up at Office_____

**PLEASE EMAIL THE COMPLETED FORM TO
APETERSON@COFFMANTEAM.COM**