

On Site Evaluation Form

Employee Information

Name of Client	
Name of Employee	
Designation	
Review Period	

Instructions

1. This form is used after the 2 months training

Rating Scale				
1	2	3	4	5
Does not meet expectations	Room for Improvement	Meets Expectations	Exceeds Expectations	Outstanding
Employee clearly does not meet goals and objects, skills/results are unacceptable.	Employee meets some goals and objectives, but performs below slightly below standard.	Employee adequately meets goals and objectives, and produce dependable/acceptable results.	Employee has performed in a highly effective manner, and consistently meets all goals and objectives, and results generally surpass expectations.	Employee has performed in a highly effective manner, and consistently drives breakthrough results.

On-site Performance		Evaluation		Other remarks on BIM Engineer
Item	Description	Rating from Self-Appraisal	Rating from Client	
1	Punctuality			
2	Reliability <i>To produce good work, to show up when needed.</i>			
3	Attendance <i>According to number of MC or UPL taken.</i>			
4	Software competency <i>Ability to use the required software</i>			
5	Field Knowledge <i>Able to apply relevant knowledge to project</i>			
6	Professionalism <i>Treating colleagues with respect, conducting themselves well, unnecessary mobile phone usage</i>			
7	Proactivity <i>In clarifying instructions, taking on more work when possible,</i>			
8	Communication <i>Ability to take instructions, conveys messages well</i>			
9	Cooperation <i>Willingness to work harmoniously with others to get the job done. Respond positively to instructions and feedback.</i>			
Average Score				Score Difference

To be filled by Client

Noteworthy achievements during this review period:	
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Areas requiring improvement in job performance	
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To be filled by Engineer

Actions taken to improve performance from previous review	
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Professional development goals	
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