|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **On Site Evaluation Form** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **Employee Information** |  |  |  |  |  |  |  |  |
| **Name of Client** |    |
| **Name of Employee** |    . |
| **Designation** |    |
| **MEP Start and End Date** |    |   |
| **Review Period** |   |
|  |  |  |  |  |  |  |  |  |  |
| **Instructions:** 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*To produce good work, to show up when needed.* |  |  |
| **3** | Attendance *According to number of MC or UPL taken.* |  |  |
| **4** | Software competency*Ability to use the required software* |  |  |
| **5** | Field Knowledge*Able to apply relevant knowledge to project* |  |  |
| **6** | Professionalism *Treating colleagues with respect, conducting themselves well, unncessary mobile phone usage* |  |  |
| **7** | Proactivity*In clarifying instructions, taking on more work when possible,*  |  |  |
| **8** | Communication*Ability to take instructions, conveys messages well* |  |  |
| **9** | Cooperation *Willingness to work harmoniously with others to get the job done. Respond positively to instructions and feedback.* |  |  |

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|  |  |  |  |  |  |  |  |  |  |
| **To be filled by Client**  |
|  |  |  |  |  |  |  |  |  |  |
| **Noteworthy achievements during this review period:** |   |
|  |  |  |  |  |  |  |
| **Areas requiring improvement in job performance**  |    |
|  |  |  |  |  |  |  |
| **To be filled by Engineer**  |
|  |  |  |  |  |  |  |  |  |  |
| **Actions taken to improve performance from previous review**  |   |
|  |  |  |  |  |  |  |
| **Professional development goals**  |    |
|  |  |  |  |  |  |  |  |  |  |

**Client Signature & Date**….