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| **On Site Evaluation Form** | | | | | | | |  | |  | |  | | | |  | |  | |  | | |
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| **Employee Information** | | | | |  | | |  | | |  | |  |  | |  | |  | |  | | |
| **Name of Client** | | | | |  | | | | | | | | | | | | | | | |
| **Name of Employee** | | | | | . | | | | | | | | | | | | | | | |
| **Designation** | | | | |  | | | | | | | | | | | | | | | |
| **MEP Start and End Date** | | | | |  | | | | | | |  | | | | | | | | |
| **Review Period** | | | | |  | | | | | | | | | | | | | | | |
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| **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. | | | |
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| **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** | | | | | | | | | | | | |
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| **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** | | | | | | | | | | | | |
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| **Actions taken to improve performance from previous review** | |  | | | | | | | | | | |
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| **Professional development goals** | |  | | | | | | | | | | |
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**Client Signature & Date**….