

JOB EVALUATION SURVEY

NAME/POSITION :					
JOB TYPE / CLIENT :					
DURATION:					
RATING 1 – Unsatisfactory 2 – Needs improvement 3 – Satisfactory 4 – Above average 5 - Superior					
PERFORMANCE REVIEWS	RATING				
	1	2	3	4	5
1) Job Knowledge/Skills: <i>Measures employee’s demonstrated job relevant knowledge and essential skills, such as work practices, policies, procedures, resources, and technical information, as well as the relationship of work to the organization’s mission. Also measured are the employee’s self-improvement efforts to enhance skills and knowledge and to stay current with changes impacting the job.</i>					
2) Work Quality: <i>Measure employee’s results in meeting established objectives/expectations/standards of quality, quantity, and timeliness both individually and in a team.</i>					
3) Initiative/Problem Solving: <i>Measure the extent to which the employee is self-directed, resourceful, and creative in performing job duties individually or in a team. Also measure employee’s performance in identifying and resolving problems; following through on assignments; and initiating or modifying ideas, methods, or procedures to accomplish duties.</i>					
4) Communication: <i>Measures employee’s performance in exchanging information with others in an effective, timely, clear, concise, logical, and organized manners. Communications include listening, speaking, writing, presenting, and sharing of information.</i>					
5) Work Ethic & Punctuality: <i>Assumes responsibility for job requirements, policies and procedures. Arrives to work and meetings on time and prepared; stays on task.</i>					
6) Attitude: <i>Measures employee’s performance relative to efficient methods of operation, customer service, proper conduct, speech, ethical behavior, and procedures, such as attendance, punctuality, safety, security, and proper care.</i>					
7) Leadership: <i>Measure leadership, judgment, initiative, and achievement of expectations. Effectively manages program/projects, employees, budget, technology. Establishes, directs, and guides team effort towards common objectives.</i>					



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Teamwork: <i>Collaborates with other team members and builds effective working relationships.</i>					
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Any Comment (Reviews by) :

Any Comment (Agreed by) :

Total Score by Immediate Superior	/ 40	%	Total :					
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0 – 49 %	50 – 59 %	60 – 79 %	80 – 89 %	90 – 100 %
POOR	SATISFACTORY	GOOD	VERY GOOD	OUTSTANDING

Reviewed by, Signature : Full Name : Position : Date :	Agreed by, Signature : Full Name : Position : Date :
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