

# HOGAN & ASSOCIATES CONSTRUCTION

## EMPLOYEE EVALUATION FOR:

\_\_\_\_\_  
EMPLOYEE NAME

\_\_\_\_\_  
DATE



\_\_\_\_\_  
ATTEMPTED DATES:

\_\_\_\_\_  
EMPLOYEE:

\_\_\_\_\_  
SUPERVISOR:



INSTRUCTIONS

Hogan employees want feedback, whether good or bad. Employees want to know how they can improve. This employee evaluation was designed to facilitate communication between the employee and their immediate supervisor.

The purpose of the employee evaluation is to guide future improvement, development, and growth for employees and the organization.

This evaluation should normally take about fifteen minutes to fill out. Some evaluations may take longer.

Where it says MANAGER below, for jobsites where there is a Foreman, it is expected the Superintendent AND the Foreman collaborate and complete the employee evaluation together.

1. Human Resources will provide the evaluation form to the employee. Human Resources will make TWO ATTEMPTS and if the employee doesn't return his or her completed sections to Laurie Orchard by the deadlines, that employee is forfeiting his or her opportunity to be evaluated by their immediate supervisor(s) in that year.
2. The employee will fill out the SELF-EVALUATION page and the IMPROVEMENT GOALS (S.M.A.R.T.) & PERSONAL DEVELOPMENT section. The employee will be given a deadline to complete these sections.
3. Once the employee has completed the SELF-EVALUATION page and the IMPROVEMENT GOALS (S.M.A.R.T.) & PERSONAL DEVELOPMENT sections, they will return the completed evaluation to Laurie Orchard:

Laurie Orchard  
801-450-5911 (cell)  
lorchard@hoganconstruction.com

4. At this point, Laurie Orchard will turn over your completed evaluation to your immediate Supervisor. He or she will complete the EXPECTATIONS & FEEDBACK section and then the employee and supervisor will review the evaluation together.

If improvement is needed in a certain category, it is critical the supervisor gives feedback and suggestions for improvement. Human Resources will make TWO ATTEMPTS and if the supervisor doesn't return the completed evaluation forms for each of their employees to Laurie Orchard by the deadlines, those employees unfortunately will not be evaluated by their supervisor in that year.

5. Employee and supervisor sign and date the form. When the employee signs the evaluation form, he or she is stating they have discussed this review in detail with their supervisor.
6. The supervisor returns the completed evaluations to Laurie Orchard:

Laurie Orchard  
lorchard@hoganconstruction.com  
940 North 1250 West  
Centerville, Utah 84014

SELF-EVALUATION (EMPLOYEE COMPLETES)

QUALITY OF WORK:

Work of high quality, accurate (few or no errors), and done within deadlines with minimal supervision; limited rework

Always Exceeds Expectations (REQUIRES COMMENT) Sometimes Exceeds Expectations Meets Expectations Does Not Meet Expectations (REQUIRES COMMENT) Too New to Evaluate

COMMENTS

ATTENDANCE & PUNCTUALITY:

Attendance, dependability, work consistency, provides advance notice of need for absence

Always Exceeds Expectations (REQUIRES COMMENT) Sometimes Exceeds Expectations Meets Expectations Does Not Meet Expectations (REQUIRES COMMENT) Too New to Evaluate

COMMENTS

RESOURCEFULNESS:

Problem-solving skills, creativity, ability to think outside the box, self-starter, thinks ahead, communicates

Always Exceeds Expectations (REQUIRES COMMENT) Sometimes Exceeds Expectations Meets Expectations Does Not Meet Expectations (REQUIRES COMMENT) Too New to Evaluate

COMMENTS

COOPERATION, TEAMWORK, & ATTITUDE:

Works well with co-workers, respects colleagues, makes valuable contributions to help achieve group goals

Always Exceeds Expectations (REQUIRES COMMENT) Sometimes Exceeds Expectations Meets Expectations Does Not Meet Expectations (REQUIRES COMMENT) Too New to Evaluate

COMMENTS

PRODUCTIVITY:

Ability to meet established goals and deadlines, remains productive, completes work efficiently, takes the initiative to move the work forward

Always Exceeds Expectations (REQUIRES COMMENT) Sometimes Exceeds Expectations Meets Expectations Does Not Meet Expectations (REQUIRES COMMENT) Too New to Evaluate

COMMENTS

SAFETY:

Follows safe work practices, adheres to safety instructions, and promotes a safety-related culture

Always Exceeds Expectations (REQUIRES COMMENT) Sometimes Exceeds Expectations Meets Expectations Does Not Meet Expectations (REQUIRES COMMENT) Too New to Evaluate

COMMENTS

TOOLS:

Employee has a complete set of tools per his or her job description (see FIELD LIST on back; non-field employees discuss tool & software needs with manager)

Fully Equipped Has Most Tools Has Some Tools Has No Tools Too New to Evaluate

COMMENTS

EXPECTATIONS & FEEDBACK (SUPERVISOR COMPLETES)

QUALITY OF WORK:

Work of high quality, accurate (few or no errors), and done within deadlines with minimal supervision; limited rework

Always Exceeds  
Expectations  
(REQUIRES COMMENT)

Sometimes  
Exceeds  
Expectations

Meets  
Expectations

Does Not Meet  
Expectations  
(REQUIRES COMMENT)

Too New  
to Evaluate

COMMENTS

ATTENDANCE & PUNCTUALITY:

Attendance, dependability, work consistency, provides advance notice of need for absence

Always Exceeds  
Expectations  
(REQUIRES COMMENT)

Sometimes  
Exceeds  
Expectations

Meets  
Expectations

Does Not Meet  
Expectations  
(REQUIRES COMMENT)

Too New  
to Evaluate

COMMENTS

RESOURCEFULNESS:

Problem-solving skills, creativity, ability to think outside the box, self-starter, thinks ahead, communicates

Always Exceeds  
Expectations  
(REQUIRES COMMENT)

Sometimes  
Exceeds  
Expectations

Meets  
Expectations

Does Not Meet  
Expectations  
(REQUIRES COMMENT)

Too New  
to Evaluate

COMMENTS

COOPERATION, TEAMWORK, & ATTITUDE:

Works well with co-workers, respects colleagues, makes valuable contributions to help achieve group goals

Always Exceeds  
Expectations  
(REQUIRES COMMENT)

Sometimes  
Exceeds  
Expectations

Meets  
Expectations

Does Not Meet  
Expectations  
(REQUIRES COMMENT)

Too New  
to Evaluate

COMMENTS

PRODUCTIVITY:

Ability to meet established goals and deadlines, remains productive, completes work efficiently, takes the initiative to move the work forward

Always Exceeds  
Expectations  
(REQUIRES COMMENT)

Sometimes  
Exceeds  
Expectations

Meets  
Expectations

Does Not Meet  
Expectations  
(REQUIRES COMMENT)

Too New  
to Evaluate

COMMENTS

SAFETY:

Follows safe work practices, adheres to safety instructions, and promotes a safety-related culture

Always Exceeds  
Expectations  
(REQUIRES COMMENT)

Sometimes  
Exceeds  
Expectations

Meets  
Expectations

Does Not Meet  
Expectations  
(REQUIRES COMMENT)

Too New  
to Evaluate

COMMENTS

SAFETY TRAINING:

Up-do-date on all Safety Handbook readings and Courses assignments

YES

NO

TOOLS:

Employee has a complete set of tools per his or her job description (see FIELD LIST on back; non-field employees discuss tool & software needs with manager)

Fully Equipped

Has Most Tools

Has Some Tools

Has No Tools

Too New  
to Evaluate

COMMENTS

DRIVERS (HR FILLS IN THIS SECTION)

Safety complaints?

IMPROVEMENT GOALS (S.M.A.R.T.) & PERSONAL DEVELOPMENT:

SPECIFIC ■ MEASURABLE ■ ACHIEVABLE ■ RELEVANT ■ TIME-BASED

IMPROVEMENT GOALS:

PERSONAL DEVELOPMENT:

I decline to be evaluated at this time. | Me niego a ser evaluado en este momento.

EMPLOYEE NAME

DATE

EMPLOYEE SIGNATURE

By signing this form, you confirm you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate you are in agreement with this evaluation. TYPING YOUR NAME IN THIS FIELD CONSTITUTES A SIGNATURE.

SUPERVISOR/SUPERINTENDENT NAME

DATE

SUPERVISOR/SUPERINTENDENT SIGNATURE  
(TYPING YOUR NAME IN THIS FIELD CONSTITUTES A SIGNATURE.)

[FIELD EMPLOYEES ONLY:]

FOREMAN NAME

DATE

FOREMAN SIGNATURE  
(TYPING YOUR NAME IN THIS FIELD CONSTITUTES A SIGNATURE.)

Not a company-  
vehicle driver



REQUIRED  
PERSONAL  
TOOLS  
LIST

Hogan Construction expects employees to have the appropriate tools. This is a list of tools specific to the employee’s position. Should an employee need financial assistance acquiring some or all of the tools, we can provide a payroll-deduction, short-term loan. (Talk to Jared Morgan, 801-910-7011, for details.)

STEEL ERECTION CREW

LABORER/DECK HAND

- Hard Hat, Safety Glasses, Gloves (Hogan-provided)
- Work Boots
- Fall Protection Equipment
- Tape Measure
- Crescent Spud
- Bull Pin
- 7⁄8x30-in Sleever Bar
- Welding Hood
- Bolt Bag
- 4lb Sledge Hammer
- Rod Pouch
- Chipping Hammer

JOURNEYMAN

- All Laborer/Deck Hand Tools
- ¾-in Box End Spud Wrench
- 6-ft Level
- 2-ft Level
- Chalk Box
- Speed Square
- Bessy Clamp

SITE CONCRETE CREW

GENERAL LABORER

- Hard Hat, Safety Glasses, Gloves (Hogan-provided)
- Work Boots
- 25-ft Tape Measure
- Tool Belt
- Claw Hammer (24-oz or better)
- 8-lb Sledge (Double Jack)
- Linesman Pliers
- Rubber Boots

APPRENTICE

- All Laborer Tools
- 4-ft Level
- Magnesium Float
- Steel Trowel
- Margin Trowel
- Darby
- ½-in Edger

EARTHWORK  
CREW

LABORER

- Hard Hat, Safety Glasses, Gloves (Hogan-provided)
- Work Boots
- Tenth Tape
- 4-ft Level
- Sledge Hammer
- Small Set of Mechanic Tools 7⁄16 – 1 5⁄16
- Grease Gun
- Razor Knife
- Philips & Flathead Screw Drivers
- String Line
- Vice Grip Pliers
- Crescent Wrench
- Monkey Wrench

EQUIPMENT OPERATOR

- All Laborer Tools
- Mechanic Wrenches 7⁄16 – 1 1⁄8 Box and Sockets

CONSTRUCTION  
CREW

LABORER

- Hard Hat, Safety Glasses, Gloves (Hogan-provided)
- Work Boots
- Claw Hammer (24-oz or better)
- 25-ft Tape Measure
- Tool Belt
- Side-cut Pliers
- Linesman Pliers
- Vise Grips
- Razor Knife
- Catspaw
- Rain Gear

LABORER APPRENTICE  
CARPENTER

- All Laborer Tools
- 8-lb Sledge (Double Jack)
- Chisel
- Plumb Bob
- Square
- Screwdrivers
- Chalk Line
- String Line
- Wire Reel
- Magnesium Float
- Steel Trowel
- Margin Trowel
- Drill/Driver Combo (Hogan-provided)

JOURNEYMAN  
FORMSETTER/FINISHER

- All Laborer and Apprentice Tools
- 12-in Crescent Wrench
- 36-in+ Level
- Cold Chisel
- ½-in Edger
- Hand Jointer
- Darby
- Rubber Float
- Water Brush
- Rubber Boots
- Knee Pads or Boards
- Drill/Driver Combo, Saw, Grinder (Hogan-provided)

JOURNEYMAN  
CARPENTER

- All Laborer and Apprentice Tools
- Tool Box
- 12-in Crescent Wrench
- 72-in Level
- 24-in Level
- Squares-Framing and Speed Square
- 100-ft Tape
- Hack Saw
- Nail Set
- Finish Hammer
- Rubber Mallet
- Chisels
- Sliding T-bevel
- Scribe
- Clamps
- Sanding Block
- Drill/Driver Combo, Saw, Grinder (Hogan-provided)



