

**KPI WORKSHEET - TRADESPERSON**

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Managers Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Key Performance Indicators and Responsibilities** | **Achieved** | **Not Achieved** |
| 1. **Complete all time on jobs in Job Management Software onsite, using the correct job number and accurately taking account of materials that need to be reordered.** |  |  |
| 1. **All credits are accounted for and photo of packing slip is entered into ‘Merchant Documents’ under the correct job number.** |  |  |
| 1. **Feedback from clients = satisfaction.** |  |  |
| 1. **All broken/damaged equipment is reported immediately to your manager. (Whiteboard in the workshop to make record)** |  |  |
| 1. **Cleared all rubbish from jobs and disposed of correctly. Cardboard flattened into the cardboard bin and recycling done.** |  |  |
| 1. **All work carried out in the expected timeframe as per the ‘Schedule’ in Job Management Software.** |  |  |
| 1. **Keep work vehicle clean and in working order, checking oil, water and tyre pressure every Monday morning and top as required.** |  |  |
| 1. **Create variations in Job Management Software ensuring time and materials go to the appropriate job number. Noting if subcontractor used or any other relevant information.** |  |  |
| 1. **No call backs as a result of faulty workmanship.** |  |  |
| 1. **Work site is safe at all times, according to OSH regulations and Health and Safety Policies.** |  |  |
| 1. **Complete checklist for job as requested where appropriate.** |  |  |

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| What are areas of strengths over the last month? |
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| What areas could improve on? |
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Signatures

My Manager has reviewed this document with me. My signature indicates that I have reviewed this performance review, but does not necessarily imply my agreement or disagreement with this performance review.

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_