

PROJECT SUPERINTENDENT REVIEW

NAME: _____

JOB FACTOR	WEIGHT	RATING	TOTAL	COMMENTS
1. Project Schedule Does Superintendent utilize project schedule as a tool to manage their project effectively with (Company) labor and subcontractors	0.9	Poor to Excellent 1 2 3 4 5	<input type="text"/>	_____
2. Project Budget Does Superintendent review and understand the budget, general conditions, labor, material, etc. Does Superintendent strive to be cost conscious and aware of the ongoing project cost and estimated profitability.	0.9	1 2 3 4 5	<input type="text"/>	_____
3. Productivity/Paperwork Does Superintendent correctly get the best use out of his men and have the right amount of manpower scheduled for his project. Do the employees know where they are going. Does Superintendent keep invoices, timecards coded correctly, hours tracked correctly on a daily basis.	0.9	1 2 3 4 5	<input type="text"/>	_____
4. Safety Does Superintendent adhere to the (Company) zero tolerance safety policy and OSHA regulations. Does Superintendent make sure that his jobsites are clean from trash and construction debris stacked in one location.	0.9	1 2 3 4 5	<input type="text"/>	_____
5. Punchlist Does Superintendent understand importance of a punchlist and completes the punchlist in a timely manner.	0.9	1 2 3 4 5	<input type="text"/>	_____
6. Attitude/Initiative Does Superintendent have the 'can do' attitude and the drive to get the project completed on or ahead of schedule. Does Superintendent manage by action or reaction	0.9	1 2 3 4 5	<input type="text"/>	_____
7. Project Close-out Does Superintendent maintain proper drawings, as-built drawings, warranties, keeps up with current project changes and change orders.	0.8	1 2 3 4 5	<input type="text"/>	_____
8. Dependability Can Superintendent be counted on to complete the project and other tasks as assigned for that project with little or no supervision. Does Superintendent think ahead and plan their work so that it flows smoothly.	0.8	1 2 3 4 5	<input type="text"/>	_____
9. Company Loyalty Is Superintendent a (Company) company man Does Superintendent look out for the best interest of the company or is this just a job	0.8	1 2 3 4 5	<input type="text"/>	_____
10. Customer/Subcontractor Relations Does Superintendent interact with owners and subcontractors in a timely and professional manner. Did superintendent make enough trips to the project to assure its success.	0.8	1 2 3 4 5	<input type="text"/>	_____
11. Problem Solving/Creativity Does Superintendent think of ways to resolve a problem creatively or does he reinvent the wheel every time trying to be an architect.	0.6	1 2 3 4 5	<input type="text"/>	_____
12. Billings/Collections Does Superintendent prepare billings in a timely manner. Does Superintendent collect receivables when or ahead of there due date. If issues arise, does the Superintendent rectify them quickly so that the company cashflow can be maintained.	0.8	1 2 3 4 5	<input type="text"/>	_____

Rating Total % **COMMENTS:** _____

Superintendent: _____
 _____ Date
 Human Resources: _____
 _____ Date
 Operations Mgr: _____
 _____ Date
 _____ Date

