



Performance & skill development review

Your contribution, today's decision and a clear next opportunity. Discuss this together before signing.

1. Contribution and progress

Employee / Role / Review period

Reviewer / Discussion date / Roof systems and assignments

For each example, name the job, date, observed action and result. Reliable work deserves specific recognition.

Work worth recognizing: how did this person make the job go better?

Progress: what can they do now that previously needed help?

Work needing attention, if any: what happened and what would help? No concern is a valid answer.

Working conditions / Employee response / Support that was missing

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2. Responsibility and pay decision

Record the owner's actual decision. This document does not change payroll. A pending decision is not an approved increase.

Responsibility now and next: what can this person own? What changes today? What still requires practice or authorization?

Pay decision: () Increase approved () Pay unchanged () Decision pending

Reason: connect demonstrated contribution and responsibility to the decision. Explain budget or business constraints separately.

Owner or authorized decision maker / Decision date, if decided

Approved increase only: new amount / Currency / Pay basis / Effective date

Next pay check-in date / Person who will communicate the answer

A check-in promises a conversation, not a raise. Do not describe business constraints as an employee shortcoming.

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3. Next opportunity and shared commitments

Direction the employee wants to explore: technical work, service, leadership, greater responsibility or another path. Being unsure is okay.

Agree on one or two opportunities. Separate interest from demonstrated readiness. Name the assignment, what success looks like, support and follow-up.

Commitment 1: employee action and observable successful result

Supervisor commitment: training, tools or practice / Responsible person

Follow-up date / How the result will be checked

Commitment 2 (optional): employee action and observable successful result

Supervisor commitment / Responsible person

Follow-up date / How the result will be checked

If the promised opportunity or support is unavailable, agree on a new plan together rather than treating that as failure by the employee.

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4. Evidence behind the assessment

Mark one choice in each area. Meets means reliable work to the standard expected of this role. Exceeds means a demonstrated contribution beyond that standard. Add an example for every observed rating, including meets. Do not average safety into a total score.

Safe work practices

Recognizes hazards; follows site procedures and required protection; raises concerns when conditions change. Assess actions, not the absence of reported incidents.

☐ Improve ☐ Meets ☐ Exceeds ☐ Not observed ☐ N/A

Work example / basis

Workmanship

Follows the roof system and project requirements; checks details before covering or handing off work; corrects defects.

☐ Improve ☐ Meets ☐ Exceeds ☐ Not observed ☐ N/A

Work example / basis

Production and preparation

Prepares tools and materials and keeps assigned work moving without sacrificing safety or quality. Account for weather, access and staffing.

☐ Improve ☐ Meets ☐ Exceeds ☐ Not observed ☐ N/A

Work example / basis

Reliability and follow-through

Is ready for agreed assignments, follows through and communicates delays or changes early.

☐ Improve ☐ Meets ☐ Exceeds ☐ Not observed ☐ N/A

Work example / basis

Crew communication

Confirms instructions, reports problems, treats others respectfully and provides clear handoffs.

☐ Improve ☐ Meets ☐ Exceeds ☐ Not observed ☐ N/A

Work example / basis

Property, tools and materials

Protects the building and surroundings, handles tools and materials properly and leaves a clean, ready work area.

☐ Improve ☐ Meets ☐ Exceeds ☐ Not observed ☐ N/A

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Work example / basis

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5. Task readiness and employee voice

Name specific tasks and roof systems. Readiness does not replace required training or authorization.

- A - Direct guidance B - Routine checks C - Independent in assigned scope
D - Can demonstrate to others E - No opportunity to demonstrate

Task 1 / Roof system / Readiness A-E

Task 2 / Roof system / Readiness A-E

Task 3 / Roof system / Readiness A-E

Employee perspective: pride, support needed, questions or disagreement. Record their words or that they chose not to comment.

Changes agreed during the conversation / Next conversation date

I have reviewed this record and discussed it with my supervisor. My signature acknowledges receipt and discussion, not necessarily agreement with the assessment.

Employee signature / Date

Reviewer signature / Date

Give the employee a copy. Keep the signed review in their personnel file. In Roofometry, complete a digital review and collect acknowledgment, or upload all pages of the signed paper review.