

Employee Name

Job description: Estimator

Date:

Sorecard summary

Number Completed		Employee Rating	Manager Rating
	<p>Consistently reviews and completes work in accordance with the company's work flow plan as well as systems and procedures manual.</p> <p>Consistently completes and in depth review of all bid documents. Visits each job to be at least seven days before bid date and develops a strategy on how to win each bid.</p> <p>Oversees and is responsible for bid schedule and proper completion of bid bond requests.</p> <p>As necessary, prepares bid proposals by calculating or overseeing complete takeoff and estimate of the scope of work.</p> <p>Coordinates total estimate effort relevant to particular bid/project as assigned including meeting and discussing job with subcontractors and vendors who will be helpful to winning the bid.</p> <p>Reviews, incorporates and maintains historical data to input into the company estimating library. This includes job costs, productivity analysis reports, unit and manhour calculations</p> <p>On successful bids, completes final buy out, prepares job budget, subcontracts and purchase orders.</p>		

Key Accountabilities

		Employee Rating	Manager Rating
Client Satisfaction	Consistency, standards, communication and improvement. Looks for trends and opportunities to improve outcome to both internal and external clients. Creates a "Wow" environment.		
Productivity	Completes job tasks at a high level, efficiently and timely. Finishes what is started. Participates in LEAN activities. Follows, writes and updates standard work procedures. Sets personal goals for improvement with the company and the client in mind. Supports the Team.		
Lean	Strives to produce quality work with only one touch for each item. High degree of accuracy.		
Quality	Works on the opportunities and challenges. Be involved and does not walk away from issues. Recognize and helps solve problems.		
Own the Solution	Speaks and writes clearly with being overbearing or talkative. Listens to others speak and seeks to understand their view points. Able to communicate accurately and quickly.		
Communication	Individually looks for and acts on opportunities to contribute to profit sharing or self funded bonus plan.		
8 Cent Saving Plan	Identifies rocks that can improve your department/Company. Schedule and complete quarterly rocks on time.		
Rock	Supports company efforts and requests.		
Other Duties as Assigned			

Core Values

	<i>Green=most often, Yellow=sometimes, Red=seldom</i>	Employee Rating	Manager Rating
Team	I work hard for the Team.		
Results	I strive to be the best.		
Attitude	I care and have fun.		
Trust	I do the right thing.		
	GWC=Get it, Want it and has the Capacity to do it.		
	Get it		
	Want it		
	Has the Capacity to do it.		

Evaluation Summary

EMPLOYEE	MANAGER
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What went well?

What went well?

What didn't go well?

What didn't go well?

Plan of action toward improved performance

Plan of action toward improved performance

Employee signature:

Manager's signature:

Date:

Date:

Next Level Manager's signature: