

This system comes on a CD based in Excel. There are 5 levels of employees with pre set evaluation criterion. These are Entry Level, Carpenter 1, Carpenter 2, Lead Carpenter, and Project Manager. With a basic knowledge of Excel the criterion can be customized for your company. Each level is saved in both Excel 2003 and 2007. The disc also contains detailed instructions for using the system in MS Word 2003 and 2007.

The system is comprised of three review periods for an employee and seven Excel sheets. There are 4 Weekly Site Visit sheets each labeled A, B, C, D. one for each quarter of a year. One Weekly Site Visit Review sheet. A Quarterly Review Sheet and a Yearly Review Sheet . The review Periods are Weekly or bi-weekly, Quarterly and Yearly.

The Weekly Site Visit sheets are used to track information from site visits that need to be tracked on a consistent basis. That information is collated on the Weekly Site Visit Review sheet. The Quarterly Review Sheet is used to add review data that is tracked at longer intervals. The Yearly Review Sheet is a collation of all the data entered over the year.

1. **Each week** or bi-weekly a supervisor can take a paper copy of the Weekly Site Visit sheet or a PDA with Excel capabilities to the job site and review job site specific information and give the employee a score. These are then entered into the computer or down loaded to the program. When they are entered or down loaded the weekly grades are automatically added to the Weekly Site Visit Review and the Quarterly Review sheet and the Yearly Review sheet.
2. **Each quarter** as part of a review the supervisor uses the Quarterly Review sheet to evaluate other criterion for the job. These are added to the spreadsheet and totaled electronically to give an overall score on each task for the Quarter. This sheet allows the managers to see growth over a quarter or a downward spiral.
3. **Each year.** The scores are transferred automatically to the Yearly Review sheet. This is data that is accumulated over the entire year. Which can be used for setting yearly goals, giving raises, or termination as needed.