



MAGNUM CONSTRUCTION SERVICES INC.

PERFORMANCE EVALUATION RECORDS

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1. PURPOSE

To establish a standardized process for assessing and documenting employee performance across all levels of Magnum Construction Services Inc., ensuring accountability, professional growth, and alignment with corporate goals, safety culture, and ISO 9001/45001 principles.

2. SCOPE

Applies to all Magnum employees, foremen, supervisors, engineers, and administrative personnel.

Evaluations are used to:

- Measure individual contribution to project safety, quality, and productivity.
 - Identify training and development needs.
 - Support promotion, recognition, or corrective action decisions.
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3. REFERENCES

- Magnum HR Policy Manual (MCS-HR-01)
 - Magnum Code of Ethics (MCS-CORP-02)
 - Magnum Quality Manual (MCS-QM-01)
 - ISO 9001:2015 — Clause 7.2 (Competence)
 - ISO 45001:2018 — Clause 7.3 (Awareness)
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4. RESPONSIBILITIES

Role	Responsibilities
HR Manager	Oversees evaluation process and record retention.
Project Manager	Conducts evaluations for field personnel.
Department Heads	Review scores for accuracy and fairness.
Employee	Participates actively in the evaluation discussion and development planning.

5. PERFORMANCE EVALUATION FREQUENCY

Evaluation Type	Frequency	Responsible
Probationary Evaluation	Within first 90 days	Supervisor / HR
Annual Evaluation	Every 12 months	Department / Project Manager
Project Completion Review	At closeout of major project	Project Manager / HSE
Special Evaluation	Following incident, promotion, or demotion	HR / Management



6. PERFORMANCE RATING CRITERIA

Each employee shall be rated on a **1–5 scale** where:

1 = Unsatisfactory | 2 = Needs Improvement | 3 = Meets Expectations | 4 = Exceeds Expectations | 5 = Outstanding

Category	Description	Weight (%)
Safety Performance	Compliance with PPE, procedures, and hazard reporting.	20
Quality of Work	Adherence to specifications, workmanship, and documentation.	20
Productivity & Initiative	Efficiency, task ownership, and proactive problem-solving.	15
Teamwork & Communication	Collaboration, mentoring, and feedback.	15
Attendance & Reliability	Punctuality, dependability, adaptability.	10
Leadership & Supervision (if applicable)	Crew management, training, coordination.	10
Continuous Improvement / Training	Participation in toolbox talks, certifications, suggestions.	10
Total Weighted Score	—	100



7. SCORING & RATING GUIDE

Weighted Score	Rating	Status / Action
90–100	Outstanding	Eligible for promotion / merit bonus
80–89	Exceeds Expectations	Positive recognition
70–79	Meets Expectations	Maintain performance
60–69	Needs Improvement	Development plan required
<60	Unsatisfactory	Disciplinary review / coaching

8. DEVELOPMENT & CORRECTIVE ACTION PLAN

For employees rated below “Meets Expectations,” a **Performance Improvement Plan (PIP)** shall be created, defining measurable goals, timeframes, and support provided.

PIPs shall be reviewed monthly by the Project Manager and HR.

9. RECORD RETENTION

All evaluations (forms, meeting notes, and PIPs) shall be retained for **5 years** in the HR secure archive or QMS SharePoint.

10. APPROVALS

Name	Title	Signature	Date
Michael Gaya	Executive Director		
HR Manager	Human Resources		
Project Manager	Operations		



Name	Title	Signature	Date
Employee	Acknowledgment		