

PERFORMANCE EVALUATION RECORDS

STRAVIK Construction Group · Controlled Document

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STV-HRM-PRO-005	00 (Initial Issue)	2026-10-24	[HR MANAGER]	Issued for review / pending approval

Management system alignment: This document is aligned with ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 requirements as applicable. STRAVIK Construction Group does not claim third-party certification to these standards. Florida Certified General Contractor License No. [FL LICENSE NO.]

REVISION HISTORY

Rev.	Date	Description of Change	Prepared By	Approved By
00	2026-10-24	Initial issue for STRAVIK Construction Group	[PREPARED BY]	Michael Gaya, President

1. PURPOSE

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

2. SCOPE

Applies to all STRAVIK 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.

3. REFERENCES

- STRAVIK HR Policy Manual (STV-HRM-PRO-001)
- STRAVIK Code of Ethics (STV-GOV-POL-002)
- STRAVIK Quality Manual (STV-QMS-MAN-001)
- ISO 9001:2015 — Clause 7.2 (Competence)
- ISO 45001:2018 — Clause 7.3 (Awareness)

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.
Participates actively in the evaluation discussion and Employee development planning.

5. PERFORMANCE EVALUATION FREQUENCY

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

6. PERFORMANCE RATING CRITERIA

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

1 = Unsatisfactory 2 = Needs Improvement 3 = Meets Expectations Exceeds Expectations 5 = Outstanding		4 =
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Weight Category Description (%)

Compliance with PPE, procedures, and Safety Performance 20 hazard reporting.
Adherence to specifications, workmanship, Quality of Work 20 and documentation.
Efficiency, task ownership, and proactive Productivity & Initiative 15 problem-solving.

Teamwork & Communication	Collaboration, mentoring, and feedback.	15
Attendance & Reliability	Punctuality, dependability, adaptability.	10

Leadership & Supervision (if Crew management, training, coordination. 10 applicable)
Continuous Improvement / Participation in toolbox talks, certifications, Training suggestions.

Total Weighted Score	—	100
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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.

APPROVAL

Role	Name	Title	Signature	Date
Prepared By	[PREPARED BY]	[TITLE]		
Reviewed By	[QUALITY / HSE MANAGER]	[TITLE]		
Approved By	Michael Gaya	President		

This document is reviewed at least annually, or upon significant organizational, legal or operational change, and re-issued under document control per STV-GOV-POL-011.