

STAFF APPRAISAL SELF ASSESSMENT

Name: K. K. Sanjeewa Prasanga Konpitiya

Designation: QS

Period of Assessment:

Date: 16.09.2015

Answer these keeping in mind the following performance criteria detailed below:

(a) Sense of responsibility (b) Professional ability (c) Initiative (d) Emotional stability

1. JOB KNOWLEDGE

Do you have a clear understanding of the purpose of your job and what is expected of your role?
 Yes

2. QUANTUM OF WORK

Is your present work load excessive or insufficient or just about sufficient? Please elaborate.

Current workload is just about sufficient. I'm working in there are Two Projects in Salalah.

The Airport Project (MC5) is already open and functioning. But testing & commissioning in progress. And as per Stakeholder's request, some changes are progressing. However everything will be complete within next 3months. I'm involving in preparation of interim payment, preparation of REI's/Cost Estimate, Engineer's Instructions, Determination, Variation Orders and evaluating the Cost proposals.

The CSEPF Project is in middle stage. It will be complete within next 5months. I'm involving in preparation of interim payment, preparation of REI's/Cost Estimate, Engineer's Instructions, Determination, Variation Orders and evaluating the Cost proposals.

3. IMPROVEMENT OF PERFORMANCE

What do you think can be done to help improve your performance and prepare you for future advancements?

a. By yourself

To build the performance, carry into effect get the MIRCS via MSc

b. By your supervisor/Manager

Proper guidance

To be invited the discussion/ meeting and site issue

Produce the job schedule

4. STRENGTHS AND WEAKNESSES

Please elaborate on your strengths and weaknesses in relation to your employment and whether the strengths are being utilized to the full in your present employment. Also indicate whether the weaknesses affect your performance and the steps suggested rectifying them.

Strengths - Time management: Able to follow & completed the work in given time frame.

Well confidence regarding my role and service to client.

Weaknesses - Contractual knowledge & communication skill need to be more exposed.

To rectify the weaknesses – Reference books, discussion on contractual matters and hand-on experience.

5. PERSONAL OBJECTIVES

Please elaborate in your personal objectives to help develop yourself in your present job.

To be successful – SQS-TL- Contract manager or similar position within 5-6year

6. TECHNICAL DETAILS Please tick which ever is applicable.

a. Accuracy

b. Contractual Knowledge

How conversant are you in the following:

- i Conditions of contract
- ii Prime Documents
- iii Post Contract Matters
- iv BoQ Descriptions
- v Measurements
- vi Market Rates/Pricing

Excellent	Very Good	Good	Passable	Weak
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Excellent	Very Good	Good	Passable	Weak
Excellent	Very Good	Good	Passable	Weak
Excellent	Very Good	Good	Passable	Weak
Excellent	Very Good	Good	Passable	Weak
Excellent	Very Good	Good	Passable	Weak
Excellent	Very Good	Good	Passable	Weak

c. Knowledge in software

- i Word
- ii Excel
- iii Power Point
- iv AutoCAD

d. Communication Skills

Excellent	Very Good	Good	Passable	Weak
Excellent	Very Good	Good	Passable	Weak
Excellent	Very Good	Good	Passable	Weak
Excellent	Very Good	Good	Passable	Weak
Excellent	Very Good	Good	Passable	Weak

7. YOUR SUGGESTIONS AND COMMENTS WITH REGARD TO IMPROVEMENTS IN THE QUALITY & VOLUME OF BUSINESS

Productivity: to increase the productivity continuously improving the QS standard by well improved QS, identifying and employing talented QS's & given due credit by the management to motivate them & even others.

Quality: As the ISO awarded Company, produced the best quality job in QS field

Signature of Employee: 

Special comments of Team Leader/ Manager

Signature of Team Leader/ Manager:

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Chief Operations Officer

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Chief Executive Officer