

+3 Architecture

Staff Performance Review

+3Λ

07/05/14 - Revision 1

CONFIDENTIAL

Introduction

Why?

The Performance reviews are essential for the effective management and evaluation of staff. Reviews help develop individuals, improve organisational performance, and feed into business planning. They enable management and monitoring of standards, by establishing agreed expectations and objectives, and delegation of responsibilities and tasks. Staff performance reviews also establish individual training needs and enable planning of organisational training.

Who?

Every employee should complete a performance review.

When?

The performance review form should be completed, and taken to your staff review.

How?

The form as a whole is broken down into five sections:

- A. Past year
- B. Skills
- C. Attributes
- D. Future development
- E. Environment & facilities

PLEASE NOTE SECTION C HAS SPECIFIC QUESTIONS RELATING TO YOUR JOB DESCRIPTION. PLEASE ONLY FILL OUT THE RELEVANT QUESTIONS.

DETAILS FROM THIS FORM WILL REMAIN CONFIDENTIAL.
SOME DATA MAY BE AGGREGATED AND ANONYMISED TO BE PRESENTED BACK TO THE TEAM.

Part A

Past Year

Employee Details

Name:

Position:

Length of time at +3A

Part A

A1 What are your main roles and responsibilities?

A2 How has the past year been for you at +3 Architecture generally?

Very Bad

Bad

Neither Good
nor bad

Good

Very Good

A3 **Please choose a maximum of five words** to describe what have you liked about working for +3 Architecture over the last year? If unknown please leave blank.

1.

2.

3.

4.

5.

A4 **Please choose a maximum of five words** to describe what have you disliked about working for +3 Architecture over the last year? If unknown please leave blank.

1.

2.

3.

4.

5.

A5 Are you given enough time to complete tasks well? **Circle where appropriate on the scale below.**

Not enough

About right

Plenty of time

Part A

Past Year

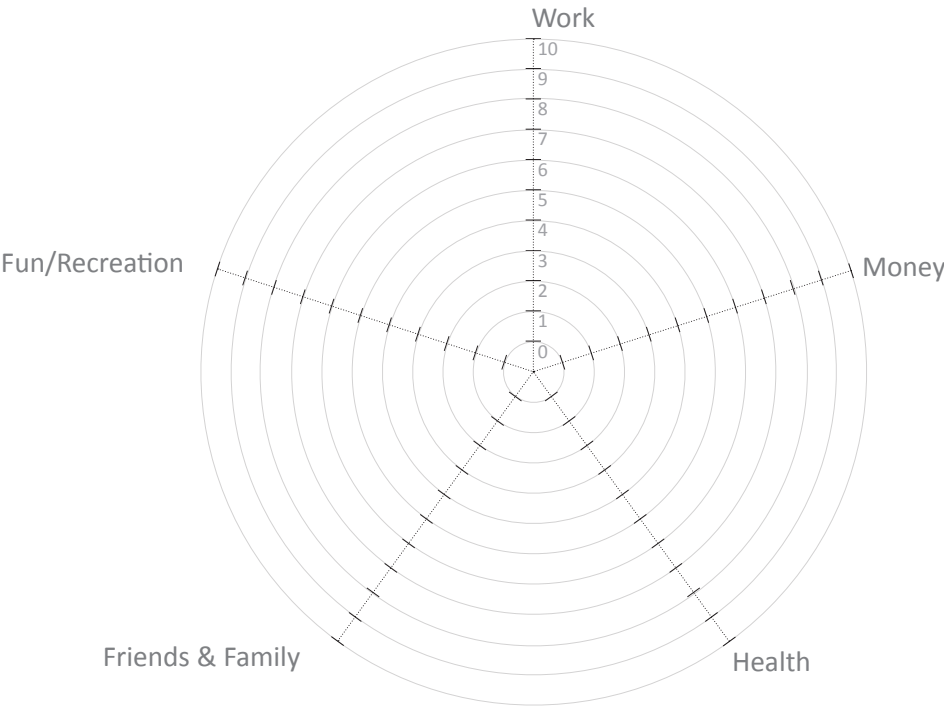
A6 Describe any professional highlights of the last year?

A7 Describe any professional lowlights of the last year?

A8 What have you found interesting about your job over the last year?

A9 What have you found challenging about your job over the last year? (This can be in both a good or bad sense)

A10 Please rate your satisfaction in relation to each of the categories below. Please circle where appropriate. 1 - Unsatisfied and 10 - Satisfied.



A11 How would you rate your work - life balance? Please circle where appropriate.



A12 How often do you find yourself under stress at work? Please tick where appropriate

Daily ☐ Weekly ☐ Monthly ☐ Annually ☐ Never ☐

Part B

Skills

B1

Read the definitions below and then **please rate your skill level** in relation to each. **Please circle where appropriate.** 1 = Poor, 10 = excellent.

Self Organisation / meeting deadlines
Prioritises effectively to meet deadlines, turns around work in a timely fashion.

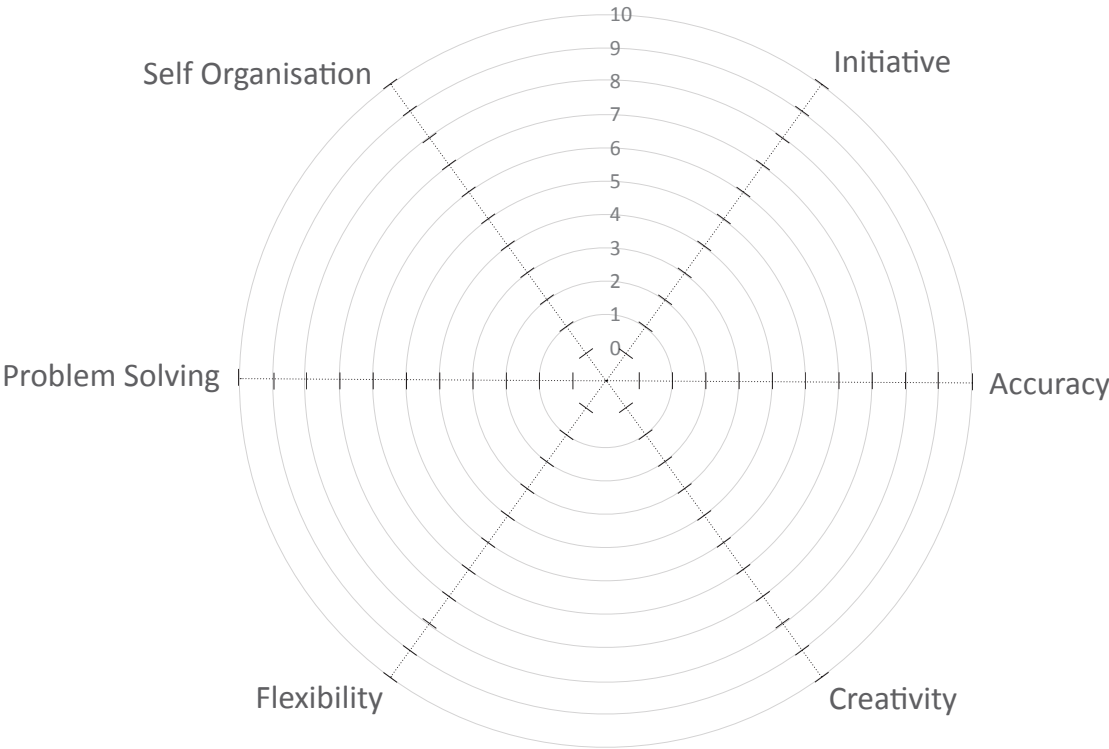
Initiative
Displays initiative, enthusiasm and commitment, upholds firm’s culture and values.

Accuracy
Approaches tasks with an desire for perfection, output is accurate and precise.

Creativity
Displays a creative approach to projects and challenges.

Flexibility
Displays flexibility when confronted with new challenges.

Problem Solving
Displays a aptitude for problem solving, approaches new challenges with a open mind.



B2

Read the definitions below and then **please rate your skill level** in relation to each. **Please circle where appropriate.** 1 = Poor, 10 = excellent.

Commercial Management
Balances understanding of design and commercial considerations, manages own workload effectively to meet deadlines and maintain profitability.

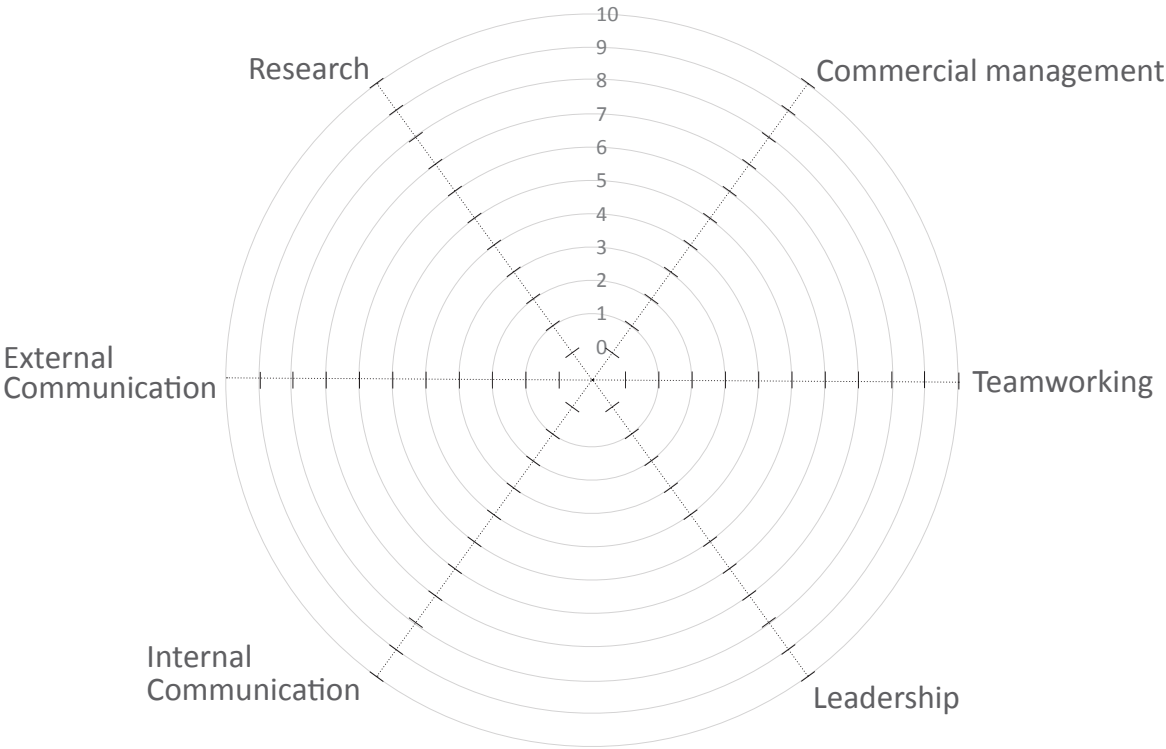
Teamworking
Listen to the views of others, shows awareness and willingness to help.

Leadership
Provides support and assistance to others, demonstrates flexibility, provides clear and concise briefs, ensures strengths of the team are fully utilised.

Internal Communication
Communicates well with colleagues.

External Communication
Communicates well with clients/external consultants.

Research
Where appropriate embarks on research to solve problems and extend knowledge.



Part B

Skills

B4

Read the definitions below and then please **rate your skill level** in relation to each. **Please circle where appropriate.** 1 = Poor, 10 = excellent.

Archetype
Use of all archetypes systems.

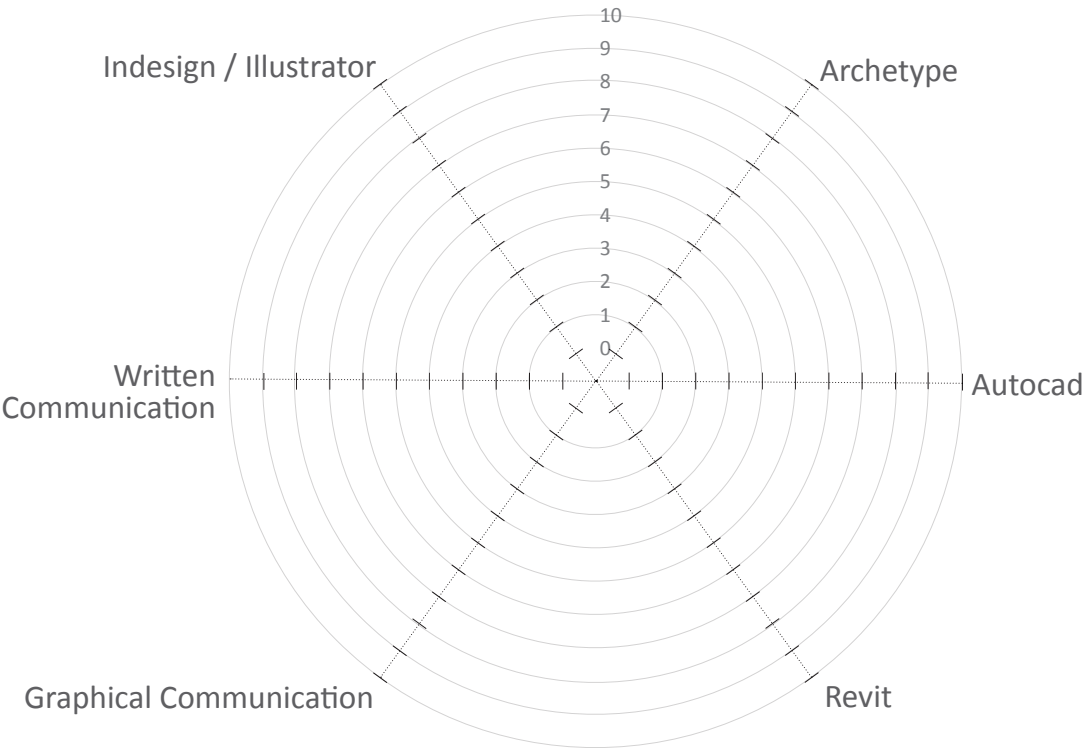
Autocad
Efficient use of autocad, able to produce accurate drawings in a timely fashion.

Revit
Efficient use of revit, able to produce accurate drawings in a timely fashion.

Graphical Communication
Able to produce clear diagrams and drawings to clearly communicate a message.

Written Communication
Produces clear, accurate and concise written work.

Indesign
Able to use efficiently to produce clear documents.



B5

What could you do to improve your skills?

B6

What could management do to help you improve your skills?

B7

How well do you think you are managed? **Please circle where appropriate on the scale below.**

1 = poorly, 5 = well



B8

Are there any other ways how you are managed could change to improve your productivity?

Part C

Architectural Assistant

PLEASE ONLY FILL THIS SECTION OUT IF YOU ARE AN ARCHITECTURAL ASSISTANT

C1 Over the last year how do you think you have performed on the following criteria:

a / Develop effective communication strategies

Poorly☐

Below
Average☐

Average☐

Above
Average☐

Excelled☐

b / Manages own reputation effectively

Poorly☐

Below
Average☐

Average☐

Above
Average☐

Excelled☐

c / Demonstrates a self confident and self -sufficient approach

Poorly☐

Below
Average☐

Average☐

Above
Average☐

Excelled☐

d / Works to enhance visibility within the practice

Poorly☐

Below
Average☐

Average☐

Above
Average☐

Excelled☐

e / Takes responsibility for own development and learning

Poorly☐

Below
Average☐

Average☐

Above
Average☐

Excelled☐

f / Develops resilience to the demands of the role

Poorly☐

Below
Average☐

Average☐

Above
Average☐

Excelled☐

Part C

Architectural Technologist (Technician)

PLEASE ONLY FILL THIS SECTION OUT IF YOU ARE AN ARCHITECTURAL TECHNOLOGIST/TECHNICIAN

C1 Over the last year how do you think you have performed on the following criteria:

a / Elicits trust and confidence

Poorly☐

Below
Average☐

Average☐

Above
Average☐

Excelled☐

b / Develops a network of contacts

Poorly☐

Below
Average☐

Average☐

Above
Average☐

Excelled☐

c / Responds positively to change

Poorly☐

Below
Average☐

Average☐

Above
Average☐

Excelled☐

d / Displays resilience in difficult situations

Poorly☐

Below
Average☐

Average☐

Above
Average☐

Excelled☐

e / Adapts interpersonal style to suit others

Poorly☐

Below
Average☐

Average☐

Above
Average☐

Excelled☐

Part C

Senior Architect

PLEASE ONLY FILL THIS SECTION OUT IF YOU ARE A SENIOR ARCHITECT

C1 Over the last year how do you think you have performed on the following criteria:

a / Develop individual reputation as a respected adviser

Poorly

Below Average

Average

Above Average

Excelled

b / Creates a positive impact

Poorly

Below Average

Average

Above Average

Excelled

c / Develops a personal profile

Poorly

Below Average

Average

Above Average

Excelled

d / Communicates and manages client change

Poorly

Below Average

Average

Above Average

Excelled

e / Delivers difficult messages effectively

Poorly

Below Average

Average

Above Average

Excelled

f / Demonstrates credibility and confidence

Poorly

Below Average

Average

Above Average

Excelled

g / Adopts calm and confident approach to dealing with difficult situations

Poorly

Below Average

Average

Above Average

Excelled

h / Establishes trusting relationships with others

Poorly

Below Average

Average

Above Average

Excelled

C2 Over the last year in terms of client management, how do you think you have performed on the following criteria:

a / Act as day -to -day interface with Client, understand their business aspirations and be responsive to their views

Poorly

Below Average

Average

Above Average

Excelled

b / Nurture client relationships, identify any opportunities for repeat work and bring these to the attention of the Directors

Poorly

Below Average

Average

Above Average

Excelled

c / Pro-actively monitor the client’s and other consultant’s responsibilities and performance. If these fail to be met, consult the Directors and advise the client and consultants of the consequences.

Poorly

Below Average

Average

Above Average

Excelled

Part C

Senior Architect

PLEASE ONLY FILL THIS SECTION OUT IF YOU ARE A SENIOR ARCHITECT

C3 Over the last year, in terms of project management, how do you think you have performed on the following criteria:

a / Motivate the Project Team and manage workload and resources. Clearly and regularly update the project team on project goals and key milestones and maintain good morale.

Poorly☐

Below Average☐

Average☐

Above Average☐

Excelled☐

b / Establish realistic resource targets, in consultation with the Directors.

Poorly☐

Below Average☐

Average☐

Above Average☐

Excelled☐

c / Ensure key stage reviews occur at required project milestones and are documented in accordance with QMS.

Poorly☐

Below Average☐

Average☐

Above Average☐

Excelled☐

d / Understand and apply all appropriate statutory regulations, standards, codes of practice and best practice guidance.

Poorly☐

Below Average☐

Average☐

Above Average☐

Excelled☐

e / Obtain written client agreement to proceed to each workstage.

Poorly☐

Below Average☐

Average☐

Above Average☐

Excelled☐

f / Monitor and manage compliance with established project parameters such as schedules of accommodation and work with the client and other consultants, if necessary, to appropriately modify them.

Poorly☐

Below Average☐

Average☐

Above Average☐

Excelled☐

g/ Take a proactive role in project cost management and risk control and report to the Directors and the Client.

Poorly☐

Below Average☐

Average☐

Above Average☐

Excelled☐

h / Promptly and clearly report any potential claims to the Directors.

Poorly☐

Below Average☐

Average☐

Above Average☐

Excelled☐

i / Obtain and promptly record feedback at completion of the project and forward this to the Directors.

Poorly☐

Below Average☐

Average☐

Above Average☐

Excelled☐

Part D

Looking forward

D1 What are your aims and ambitions for the next year?

D3 What do you feel you need to do / improve upon / experience to achieve these?

D2 Within +3 Architecture where do you see yourself in the future?

Short term (within 1 year)

Mid term (within 3 years)

Long term (5+ years)

Part E

Looking forward

E1 How would you describe the office culture in **five words**?

1.

2.

3.

4.

5.

E2 On a scale of 1 to 5 rate how well the IT systems help you do your job? **Please circle where appropriate on the scale below.**
1 = Hinder, 5 = help

1

2

3

4

5

E3 What improvements to the IT systems would help you improve your productivity?

E4 On a scale of 1 to 5 how do you rate where you sit within the office? **Please circle where appropriate.**
1 = Poor, 5 = Excellent

1

2

3

4

5

E5 Do you think there is enough variety of spaces for you to perform all your different tasks in a appropriate environment? **Tick where appropriate.**

Yes

No

E6 Which of the spaces below do you think the office environment needs more of? **Select as many as is relevant.**

Open office

Team space

Booth

Work lounge

Touch down

Small meeting room

Large meeting room

Small meeting space

Large meeting space

Meeting point

Filing space

Print and copy

Tea point

Breakout space

Locker area

