

Painting in Partnership, Inc.

Skills Assessment Tool for Painters

Instructions

The purpose of this tool is to help identify your strengths and your areas of growth opportunities as a Painter. Additionally, this tool will help you set Goals for your development, as well as establish a realistic Plan of Action, in partnership with us. Therefore, it is paramount that you use utmost care and honesty in giving your self-evaluations. This tool will be used as preparation for an Employee Development Meeting to be held shortly with you.

To fill out the Skill Assessment portion of this tool, please do the following:

- 1- Use the Competency Scale at the top of the tool to select the appropriate Rating, from 1 to 5, for each of the Skills listed in the tool. It is important you write your ratings in the SA (skills-assessment) column **only**.
- 2- At the end of each category of skills, add up the different ratings and report the total in the space provided at the bottom of each category. Follow this procedure for every category of skills.
- 3- When you have completed all categories, transport all the totals in the Total column of the Rating Summary section of the tool. We will do the rest of the math.
- 4- Identify 3 or 4 items you would like to target for further development. List them in the Skill Development Plan form. Use the Action Step form to begin to list steps and help you may need.

Thanks!

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Name: _____

Date: _____

Competency Scale

- 1 = Beginner
2 = Developing Competency - Requires Supervision
3 = Competent - Performs Without Supervision
4 = High Competency - Can Teach Others
5 = Master Level - Can Innovate Freely
SA = Self-Evaluation
OU = Office Use only

Evaluations
SA OU

Personal Skills:

1- Attitude Towards Work:

- 1- Loves to paint.
2- Would rather paint than do anything else
3- Enjoys all aspects of the work
4- Enjoys seeing finished surfaces
5- Enjoys improving lives through paint
6- Willingly carries supplies, small equipment
7- On-time or early arrival at job sites
8- Stays beyond required time if needed
9- Displays self-motivation
Total

2- Attitude Towards Others:

- 1- Friendliness towards clients
2- Friendliness towards teammates
3- Respectful of client premises
4- Willingly shares knowledge with teammates
5- Displays helpful spirit
6- Seeks input from teammates
7- Accepts feedback and correction positively
Total

Evaluations

SA OU

3- Loyalty:

- 1- Upholds company Standards and Policies ___ ___
- 2- Addressees breaches in PIP Standards and Policies with involved party ___ ___
- 3- Promotes PIP goodwill at all times ___ ___
- 4- Declines offers for "side work" ___ ___

Total ___

4- Character:

- 1- Maintains intensity through the day ___ ___
- 2- Demonstrates caring for detail ___ ___
- 3- Eager to grow and learn ___ ___
- 4- Stands by one's word ___ ___
- 5- Inspires trust and confidence ___ ___
- 6- When faced with problem: focuses on solution and new learning ___ ___
- 7- Takes responsibility for mistakes ___ ___
- 8- Displays concern for efficiency ___ ___

Total ___

5- Leadership:

- 1- Quickly detects scope or budget issues ___ ___
- 2- Anticipates supply shortages early ___ ___
- 3- Recognizes opportunities for Add-ons ___ ___
- 4- Reliably estimates labor to complete jobs ___ ___
- 5- Identifies and communicates "issues" early ___ ___
- 6- Timely and accurate release of project info ___ ___
- 7- Communicates effectively with all parties ___ ___
- 8- Quick understanding of safety concerns ___ ___

Total ___

Technical Skills:

6- Job Set Up

- 1- Follows Company Dress Code ___ ___
- 2- Hands out Business Card ___ ___
- 3- Friendly hello and goodbye to customer ___ ___
- 4- Maintains orderly and complete grip ___ ___
- 5- Locates shop for optimal efficiency, safety ___ ___
- 6- Reports hidden defects ___ ___

Total ___

Evaluations

SA OU

7- Protection and Preparation

- 1- Protects all surfaces not to be painted _____
- 2- Surveys project for preparation needed _____
- 3- Alerts if preparation is to exceed budget _____
- 4- Understands preparation levels _____
- 5- Repairs dry wall defects _____
- 6- Replace drywall if needed _____
- 7- Repairs plaster defects _____
- 8- Protects surfaces for wallpaper removal _____
- 9- Efficiently removes wallcoverings _____
- 10- Skims walls to paint-ready state _____
- 11- Effectively uses stripping agents/tools _____
- Total** _____

8- Equipment and Scaffolding

- 1- Safely handles ladders, jacks, platforms _____
- 2- Safely handles roof boots, pivots, planks _____
- 3- Safely sets up interior scaffolding _____
- 4- Versed in the use of harnesses & lanyards _____
- 5- Can operate and clean airless sprayers _____
- 6- Can operate and clean HVLP sprayers _____
- 7- Can effectively operate power washer _____
- Total** _____

9- Coating Application

- 1- Produces "Properly Painted Surface" – oil _____
- 2- Same with Latex _____
- 3- Same with waterborne enamels _____
- 4- Same with oil or water-based varnishes _____
- 5- Same with floor epoxy _____
- 6- Same with deck stains _____
- 7- Understands differences among primers _____
- 8- Stains new wood _____
- Total** _____

10- Execution & Results

1- Maintains orderly, safe Shop/work Area	___	___
2- Sequences work for optimal efficiency	___	___
3- Make accurate entries in Field Budget	___	___
4- Maintains effective client communication	___	___
5- Maintains effective PIP communication	___	___
6- Uses Field Budget as management tool	___	___
7- Brings projects "Happy, Under"	___	___
8- No customer "punch List" needed	___	___
9- Asks for referrals near completion	___	___
10- Collects completed Client Survey	___	___
Total	___	___

11- Specialty Skills

1- Custom stain matching - Knows woods	___	___
2- Able to do light carpentry	___	___
3- Hangs different types of wallpapers	___	___
4- Custom mixes colors on location	___	___
5- Able to assist with Decorative Finishing	___	___
6- Able to execute Decorative Finishing	___	___
Total	___	___

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Rating Summary

Personal Skills	Total	--	Number of Ratings	=	Skill Rating
(1)Attitude Towards Work	_____	--	___9___	=	_____
(2)Attitude towards Others	_____	--	___7___	=	_____
(3)Loyalty	_____	--	___4___	=	_____
(4)Character	_____	--	___8___	=	_____
(5)Leadership	_____	--	___8___	=	_____

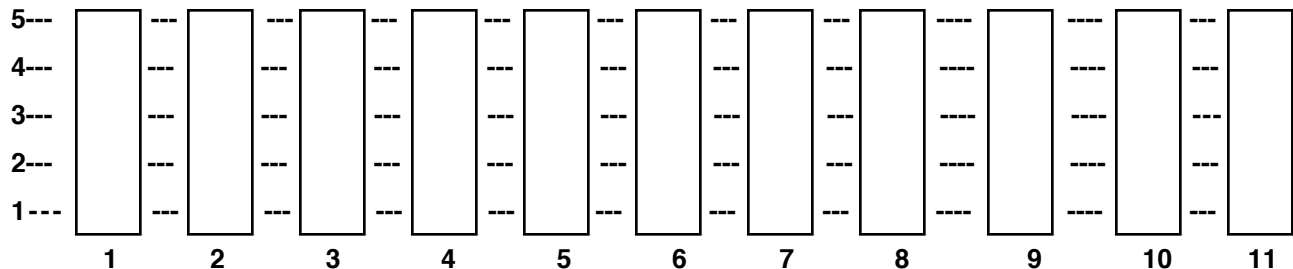
Personal Skills Rating = _____

Technical Skills

(6)Job Set Up	_____	--	___6___	=	_____
(7)Protection & Preparation	_____	--	___11___	=	_____
(8)Equipment and Scaffolding	_____	--	___7___	=	_____
(9)Coating Application	_____	--	___8___	=	_____
(10)Execution & Results	_____	--	___10___	=	_____
(11)Specialty Skills	_____	--	___6___	=	_____

Technical Skills Rating = _____

Skills Profile



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Skills Development Plan

Name: _____ **Date:** _____

List 3 or 4 Skills, you would like to target for Skill Development in the next 6 months. Use the space to the right to explain your need as you see and the help you may need from Painting in Partnership.

Skill Category
and Rating

Observations and Conclusions

1- _____

2- _____

3- _____

4- _____

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Action Steps

Name: _____

Date: _____

Determine which developmental activities you will use to develop your skills. In the table below, indicate the activities, set a schedule/timing for doing them, and indicate what assistance you will have.

It's important to have a friend or trusted associate help you with the developmental activities – they'll be more objective than you will about your progress, and will have insights, make suggestions, and provide support that you won't be able to provide for yourself.

You can work on one skill at a time, or several at the same time. You should consider leadership skills development a long-term effort. Some develop the skills quickly (months), but most will improve over a period of years. And, no matter how skilled you are, you can always improve.

Be sure to schedule your developmental activities on your appointment calendar. Don't merely try to "fit them into my spare time". If you don't schedule them, they won't get done, and you'll make no progress.

Targeted Skill	Developmental Activity	Timing	Assistance
1- _____ _____	_____	_____	_____
2- _____ _____	_____	_____	_____
3- _____ _____	_____	_____	_____
4- _____ _____	_____	_____	_____