

Remote Systems & ROV

Information Note IMCA R 09/99

October 1999

ROV Performance Appraisal Form

Attached is an ROV performance appraisal form together with performance appraisal rating criteria guidelines, which are being used by a number of IMCA ROV contractor members. Some members have customised it to suit their particular requirements.

The use of the form was discussed at the meeting held earlier this year with personnel agencies. The agencies were keen to provide a copy of the form to their personnel for completion after each trip.

Electronic versions of the form are available from the IMCA office. Should you wish to obtain a copy, please e-mail imca@imca-int.com and quote IMCA R 09/99.

PERFORMANCE APPRAISAL FORM

Employee Name _____

Date _____

Job Title _____ Discipline _____

Assessor _____ Discipline _____

Nature of Operation/Work _____

Assessment Duration _____ Days
(minimum of 30 days preferred)

Vehicle Type & Location _____

Section I - Assessee Performance rating

CRITERIA	5	4	3	2	1
Teamwork & Cooperation					
Communication					
Quality					
Documentation					
Initiative					
Mechanical Knowledge					
Hydraulic Knowledge					
Electrical Knowledge					
Electronic Knowledge					
Piloting Skills					
Manipulator Skills					
Productivity					
Safety & Housekeeping					
Learning Skills					
Teaching Skills					
Leadership					

Assessor Performance Rating, *this must be completed by Assessee*

CRITERIA	5	4	3	2	1
Communication					
Ability to teach					

Beneficial Training ,

Comments / Recommendation by Reviewing Superintendent / Supervisor:

Signed _____ Date _____

Comments by Employee:

Signed _____ Date _____

Comments by Responsible Operations or Project Manager:

Signed _____ Date _____

PERFORMANCE APPRAISAL RATING CRITERIA GUIDELINES

CRITERIA	5	4	3	2	1
Teamwork & Cooperation	Exceptionally successful in working with and assisting others .	Quick to volunteer to work with and assist others , even outwith normal shift pattern.	Generally works well with and assists others.	Cooperation must be solicited. Reluctant to assist outwith Normal shift pattern.	Fails to cooperate. Unwilling to work with or assist others.
Communication	Able to communicate well at all levels. Actively encourages communication amongst others.	Often demonstrates good communications between colleagues/supervisors and clients, where applicable.	Usually makes efforts to communicate with colleagues / supervisors.	May communicate with either colleagues or supervisors.	Fails to communicate with colleagues and supevisors.
Quality	Quality of work is exceptional	Quality is consistently above established standards.	Quality of work is generally satisfactory.	Quality of work is inconsistent , requires improvement	Quality of work is completely unacceptable. .
Documentation	Always completes system paperwork ffor base operations use.	Often completes system paperwork for base operations use.	Generally completes system paperwork for base operations use.	Occasionally completes system paperwork for base use.	Never completes system paperwork.
Initiative	Always looks for improvements, regularly makes suggestions. Can be relied upon to offer new ideas, methods, or concepts.	Often looks for improvements, regularly makes suggestions. Consistently offers new ideas, methods, or concepts.	Occasionally looks for improvements, regularly makes suggestions. Occasionally offers new ideas, methods, or concepts.	Seldom looks for improvements, sometimes makes suggestions. Seldom offers new ideas, methods, or concepts.	Demonstrates lack of any initiative and does not offer suggestions. Must be consistently told what to do.
Mechanical Knowledge	Demonstrates full and complete knowledge of mechanics. Learns quickly and can demonstrate for others.	Demonstrates better than average knowledge of mechanics , quick to grasp new ideas & methods.	Demonstrates basic mechanical skills and abilities.	Demonstrates low mechanical knowledge , requires improvement.	Does not understand job. Unacceptable skill level in mechanics.
Hydraulic Knowledge	Demonstrates full and complete knowledge of hydraulics. Learns quickly and can demonstrate for others.	Demonstrates better than average knowledge of Hydraulics , quick to grasp new ideas & methods.	Demonstrates basic Hydraulic skills and abilities , average knowledge of subject.	Demonstrates low Hydraulic knowledge , requires improvement.	Does not understand job. Unacceptable skill level in hydraulics.
Electronic Knowledge	Demonstrates full and complete knowledge of Electronics, Learns quickly and can demonstrate for others.	Demonstrates better than average knowledge of Electronics , quick to grasp new ideas & methods.	Demonstrates basic Electronic skills and abilities , average knowledge of subject.	Demonstrates low Electronioc knowledge , requires improvement.	Does not understand job. Unacceptable skill level in Electronics.
Electrical Knowledge.	Demonstrates full and complete knowledge of electrics. Learns quickly and can demonstrate for others.	Demonstrates better than average knowledge of electrics, quick to grasp new ideas & methods.	Demonstrates basic Electrical skills and abilities , average knowledge of subject.	Demonstrates low Electrical knowledge , requires improvement.	Does not understand job. Unacceptable skill level in electrics.
Piloting Skills	Capable of operating ROV under extreme conditions, performing all tasks in a quick, safe and efficient manner.	Can navigate ROV in difficult conditions & in complex structures. Can assess weather conditions/job procedures to determin tasks safe for ROV and efficient for the client. Can operate ROV in a quick, safe and efficient manner.	Generally capable of navigating ROV to worksite in most conditions, Aware of potentially dangerous positions and weather parametes for the ROV. Capable of operating ROV without immediate Supervision.	Operational piloting requires improvement to consistently navigate ROV to job site without getting lost , .	Unfamiliar with controls or ROV, unable to pilot ROV to job site without getting lost , requires constant Supervision.
Manipulator Skills	Always capable of performing complex tasks with the manipulator with very good hand/ eye co-ordination, requires no supervision.	Often capable of performing complex tasks with the manipulator with very good hand/ eye co-ordination, requires minimal supervision.	Generally capable of performing general manipulator duties with good hand/ eye co-ordination, May require some supevision during more complex tasks.	Usually requires supervision to perform simple tasks with the manipulator.	Little manipulator skill , unable to operate system.

Productivity	Exceptional record for exceeding established goals , efficient and productive.	Consistently efficient and productive.	Generally efficient & productive.	Below average output of work.	Unacceptable productivity.
Safety & Housekeeping	Exceptional use of safe work and housekeeping practices. Exceptional safety record. Sets examples for others to follow.	Demonstrates consistently good safety and house keeping practices . Above average safety record.	Generally uses safe work practices. Work area generally satisfactory	Occasionally demonstrates acceptable safe and house keeping work practices.	Unacceptable Safety and house keeping.
Learning Skills	Shows exceptional willingness and ability to learn.	Demonstrates a willingness and ability to learn.	Shows ability and inclination to learn	Willing to learn , requires encouragement	Unwilling to learn.
Teaching Skills	Exceptional ability and willingness to impart knowledge.	Consistently demonstrates an ability and willingness to teach.	Able to teach but not always willing to do so.	Limited teaching skills	Unable to teach.
Leadership	Demonstrates the ability to take charge and lead others.	Consistently demonstrates strong leadership skills.	Demonstrates good basic leadership skills.	Demonstrates difficulty in leading others.	Demonstrates ineffective leadership skills.