



Project Management New Hire Performance Profile

New Employee Name: _____

Project/Location: _____

Performance Profile

JSA/Tailboard	Competent	Needs Mentorship	N/A
Lead Tailboard prior to start of job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outline the proper work procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Order jobsite security as needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provided the employee in charge of the job with all available information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Properly covered the following: Hazards associated with the job, work procedures involved, special precautions, energy-source controls, and personal protective equipment requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Called for additional tailboards when: significant changes, which might affect the safety of the employees, occurred during the work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

QA/QC Initials:	Mentor Initials:
Comments:	

USA E-Ticket	Competent	Needs Mentorship	N/A
Correctly log into USA North	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fill out ticket information (minimum 3 times)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fill out dig site information (minimum 3 times)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enter additional work information (Field meet, emergency dig, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Take steps to confirm dig site map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Properly review and submit ticket	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

QA/QC Initials:	Mentor Initials:
Comments:	

Traffic Control	Competent	Needs Mentorship	N/A
Request PG&E traffic control plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Complete MGE approved traffic control plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schedule traffic safety vendor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Complete and submit encroachment permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

QA/QC Initials:	Mentor Initials:
Comments:	

HeavyJob Time Entry	Competent	Needs Mentorship	N/A
Verify correct date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verify correct job number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add cost code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Search and select all related phase codes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add crews	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add crew members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add quantities based on phase type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add notes and information specific to phase	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

QA/QC Initials:	Mentor Initials:
Comments:	

HeavyJob Diary Entry	Competent	Needs Mentorship	N/A
Verify date and job number are correct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select working conditions or use location to add weather and ground conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Correctly add temperature, weather conditions, and ground conditions from drop down	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verify correct conditions and add notes per diary requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

QA/QC Initials:	Mentor Initials:
Comments:	

HeavyJob Photo Entry	Competent	Needs Mentorship	N/A
Verify correct job and date on home screen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accurate photos of jobsite taken while working	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accurate photos of job completion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select related accurate/related photos	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identify in-trench hazards prior to entering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add necessary annotations or drawings to photos	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

QA/QC Initials:	Mentor Initials:
Comments:	

HeavyJob MSE Entry	Competent	Needs Mentorship	N/A
Verified correct job and date then selected Materials & Subs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select misc. materials or material code that applies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has selected cost code to display cost code list	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Selected related cost code purchase was made for	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Entered received quantity based on unit value	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Entered reference #	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Selected vendor from drop down menu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Added receipts for the day's jobs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

QA/QC Initials:	Mentor Initials:
Comments:	

Coordinating Materials - Delivery, Inventory, and Tracking	Competent	Needs Mentorship	N/A
Identify if job is PG&E or other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email PG&E FE for material details (PG&E only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Request materials for specific PM# be released to jobsite address (PG&E only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Request estimated delivery date (PG&E only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Properly uses certified diverse vendor policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Properly follows links to MGE qualified vendors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Properly follows MGE Gold Shovel Certified Excavators list	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Obtains bill of lading from driver	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reviews, inspects, and accounts for each delivered item. Ensures crew has what they need to begin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Obtains bill of lading from driver	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Comments:	

Change Order Process - HeavyBid to HeavyJob	Competent	Needs Mentorship	N/A
A. HeavyBid			
Create a new job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Export job to CSV	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Export options	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enter job number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Save HeavyJob Options	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. HeavyJob			
Open HeavyBid file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select new Job from HeavyBid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Change Tracking # to CCO-##	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Setup on the ribbon in the top left-hand corner of the screen & select Cost Codes button	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select reports tab and pay estimate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Change tracking report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email to Accounts Receivable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Comments:	

Job Packs	Competent	Needs Mentorship	N/A
Verify all documents in a job pack have been received from PG&E at the time of download:			
Contractor Face Sheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crew Instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crew Materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electric Equipment/Pole information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crew Foreman Sign Off Sheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Construction Feedback to Estimating and W&R	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electric Overhead Tag Sheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Construction Sketch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CMCS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CCSC (One Per Location)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Form 48 (If Joint Pole)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Form 2 (If Joint Pole)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Habitat Conservation Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Traffic Control Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Street Opening Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

QA/QC Initials:	Mentor Initials:
Comments:	

As-Builts	Competent	Needs Mentorship	N/A
Verify Foreman Signature, LAN ID, Date and Contractor Name on all required documents for As-Built	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notify Estimator for Redline Approval before As-Built submission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review and ensure Crew Foreman Sign Off Sheet is completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Properly complete Construction Feedback to Estimating and W&R	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Properly complete Joint Pole Forms 48 & 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verify matching Circuit Map Change Sheets and Circuit Sketch dates for multiple days worked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Complete PG&E OH CCSC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Complete PG&E ER Work Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure photo requirements have been met	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Submit As-Builts within assigned timeframe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

QA/QC Initials:	Mentor Initials:
Comments:	

Email Etiquette	5	4	3	2	1
Descriptive Subject line (Has PM Number, Project Address, Topic/Subject of Interest)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clearly lays out the background to the project/subject of interest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clearly lays out the action item required from the email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Concise, professional, and effective communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

QA/QC Initials:	Mentor Initials:
Comments:	

CONFIDENTIAL INFORMATION

Core Values	Mentor Comments	Safety Comments
Safety		
Continuous Development		
Respect		
Integrity		
Performance		
Trust		
Fun		
Overall Evaluation		

Safety Rep Initials:	Mentor Initials:
Comments:	