Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Phase: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Length of employment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Length of time in current phase: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Evaluation key:** **N**=needs improvement; **S**=satisfactory performance; **M**=mastery of the task set and ability to assist/coach others; **N/A**=not yet introduced to these skills or experience is too minimal to allow evaluation

**Production Technician Skill Levels**

**PHASE 1** – The expectation is that all tasks will be performed to a satisfactory level within 2-4 months after date of hire.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **N** | **S** | **M** | **N/A** | **Comments** |
| Production and Assembly of Stock Components (Thermocouple Heads, Element Spacers, etc.) |  |  |  |  |  |
| Clean Up and Painting of Steel Components |  |  |  |  |  |
| Assist in Crate Building and Packaging |  |  |  |  |  |
| Board Cutting |  |  |  |  |  |
| Ability to Interpret Basic Production Drawings |  |  |  |  |  |

**PHASE 2** – The expectation is that all tasks will be performed to a satisfactory level within 4-8 months from advancement to this phase.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **N** | **S** | **M** | **N/A** | **Comments** |
| General Metal Fabrication (no welding) |  |  |  |  |  |
| Thermocouple Assembly |  |  |  |  |  |
| Prepare Packages for Shipment |  |  |  |  |  |
| Assist Furnace Building |  |  |  |  |  |
| Service Call Assist |  |  |  |  |  |
| Go-Fer Runs |  |  |  |  |  |
| Welding (Not load bearing) |  |  |  |  |  |
| Ability to Interpret Standard Furnace Drawings |  |  |  |  |  |
| Casting |  |  |  |  |  |
| Fork Lift Operation (contingent on certification) |  |  |  |  |  |

**PHASE 3** – The expectation is that all tasks will be performed to a satisfactory level within 8-12 months from advancement to this phase.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **N** | **S** | **M** | **N/A** | **Comments** |
| Local area service call to perform well defined repair or replacement task; no troubleshooting |  |  |  |  |  |
| Control Cabinets - Assisted |  |  |  |  |  |
| Plumbing - Assisted |  |  |  |  |  |
| Build Furnace - Standard |  |  |  |  |  |
| Detailed Metal Work |  |  |  |  |  |
| Crate Building |  |  |  |  |  |

**PHASE 4** –This is a Production Technician II position.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **N** | **S** | **M** | **N/A** | **Comments** |
| Plumbing |  |  |  |  |  |
| Control Cabinet Assembly |  |  |  |  |  |
| Out of state service call to perform well defined repair or replacement. Limited or no troubleshooting |  |  |  |  |  |
| Build Furnace – Non Standard |  |  |  |  |  |
| Controller setup and cabinet testing |  |  |  |  |  |
| Guides and Instructs other techs as directed by the Senior Production Lead |  |  |  |  |  |
| Crate design |  |  |  |  |  |

**PHASE 5** – This is a Production Lead position.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **N** | **S** | **M** | **N/A** | **Comments** |
| Provides orientation, Supervision and ongoing training for production techs in all phases |  |  |  |  |  |
| Assumes responsibility for production floor safety |  |  |  |  |  |
| Proactively monitors inventory levels |  |  |  |  |  |
| Assists Engineering in identifying and correcting drawing errors |  |  |  |  |  |
| Furnace system troubleshooting on and off site (phone, email) |  |  |  |  |  |
| Monitors and maintains product quality and shipment accuracy/completeness |  |  |  |  |  |

**ALL PHASES**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **N** | **S** | **M** | **N/A** | **Comments** |
| Reports for work as scheduled |  |  |  |  |  |
| Reports for work on time |  |  |  |  |  |
| Works well with coworkers and supervisors |  |  |  |  |  |
| Shows respect and courtesy to visitors |  |  |  |  |  |

**Evaluation by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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