

User Guide - Completing an Evaluation in PlantHire

Evaluation

Evaluations (Assessment and/or Ratings) can be completed by PlantHire Admin, Manager, Supervisor and Foreman Users.

Assessments, Ratings, and or Compliance cannot take place until the Reference Data for Assessment Types, Assessment Classes, Ratings, and Compliance Types have been entered by the Admin User (please see the User guide on Setting up a PlantHire Account for more information on reference Data).

To see instructions on how to complete an Assessment via the Time Sheet view – please see the User guide on Completing a Time Sheet.

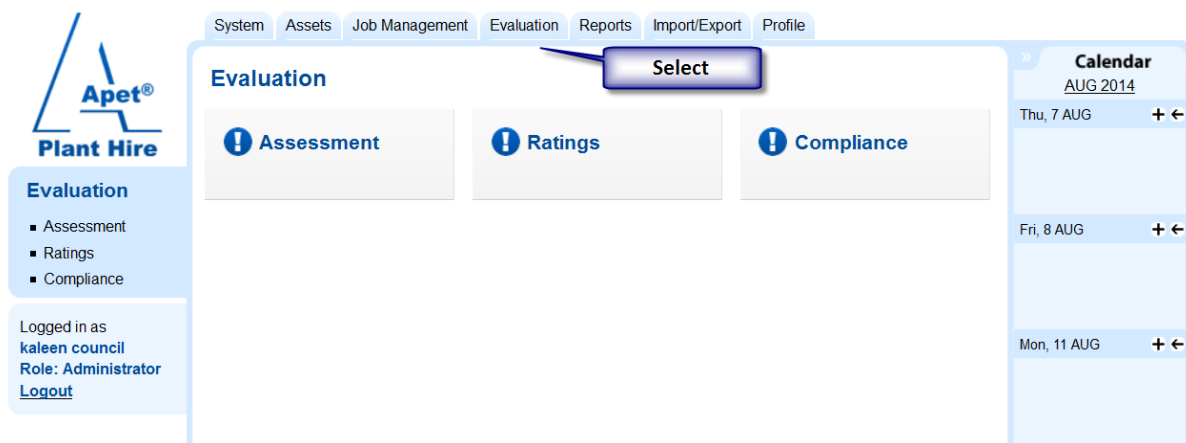


Figure 1 Evaluation home screen

Assessment

To assess a job on completion:

1. Click Evaluation tab
2. Select Assessment
3. Click the Add button
4. Select Type (the default assessment type can be set in the Reference Data set up for Assessment Types)

Assessment Management

Fields marked with an asterisk (*) sign are mandatory

*
 Assessment Type

Job

Contractor

Equipment

Is Active?

Review Date

Hire Again?

Assessment matrix

Comments

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- Select the Job
- Select the Contractor and/or Equipment time
- Is Active = Include in Report
- Select the **Review date**
- Click on the star to complete the Assessment Matrix (this matrix is (dependent upon the Assessment type chosen in step 4 – Assessment Type) by selecting the relevant coloured box

Assessment matrix					
	Unsatisfactory	Poor	Complies	Good	Excellent
On time	Red	Orange	White	Light Blue	Light Green
WHS compliance	Red	Orange	White	Light Blue	Light Green
Working relationship	Red	Orange	White	Light Blue	Light Green
Environmental mgt	Red	Orange	White	Light Blue	Light Green
Quality	Red	Orange	White	Light Blue	Light Green

10. Would you hire them again?
11. Enter any Comments
12. Click 'Update'

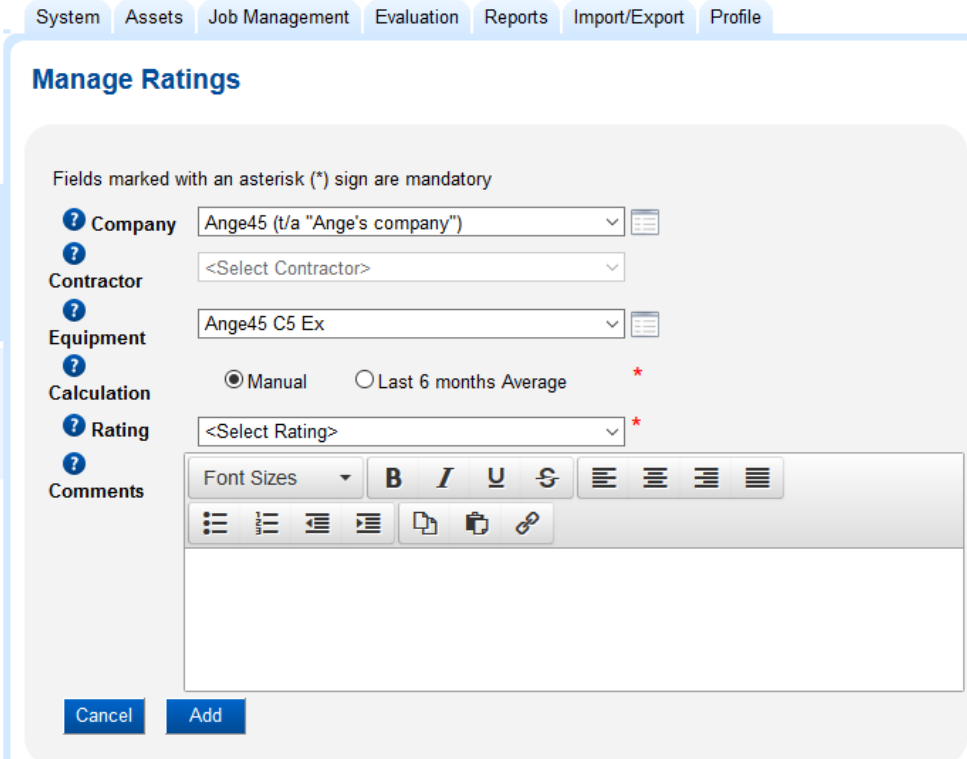
- ▶ When an Assessment is completed, the result will automatically adjust/affect the Ratings and the Rating is based on the average Assessment score over 6 months. The account Administrator can also manually override/reset the Rating

Ratings

Ratings are used to determine rank order and they're also used for the VFM calculation when VFM rank is selected in the equipment search tables. Ratings are automatically created following an Assessment.

To manually rate a Company/Contractor:

1. Click on Evaluation tab
2. Select Ratings
3. Click Add
4. Select the Company
5. Select the Contractor and/or Equipment item
6. **Select Calculation method**
 - If Manual, select a Rating option via the drop-down box
 - If last 6 months Average, the Rating box will be removed
7. Enter any comments
8. Click Update



System Assets Job Management Evaluation Reports Import/Export Profile

Manage Ratings

Fields marked with an asterisk (*) sign are mandatory

Company: Ange45 (t/a "Ange's company")

Contractor: <Select Contractor>

Equipment: Ange45 C5 Ex

Calculation: Manual Last 6 months Average *

Rating: <Select Rating> *

Comments: [Rich text editor with toolbar]

Cancel Add

Figure 2 Manage Ratings

