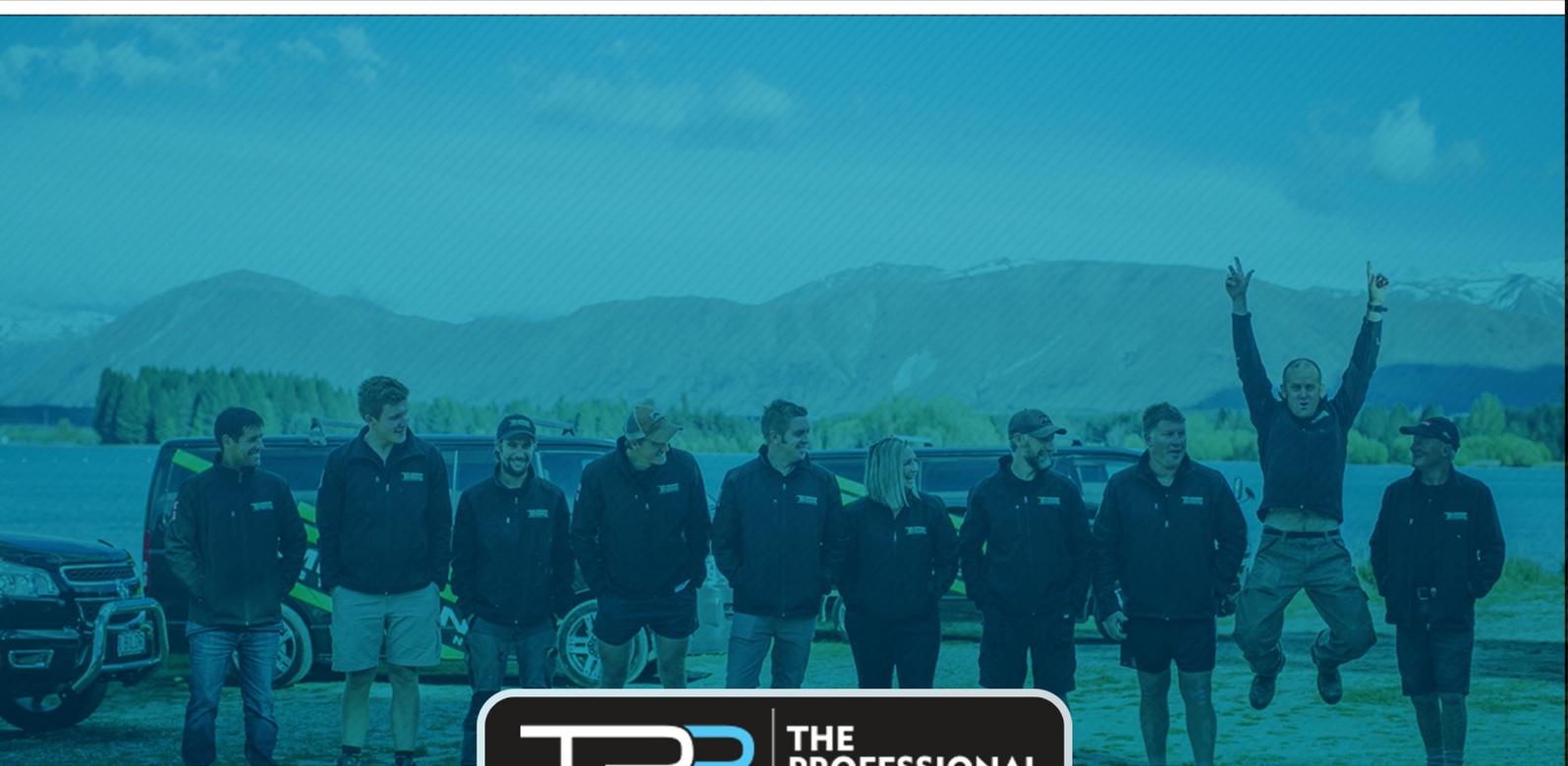


BECOME THE LOCAL

EMPLOYER

OF CHOICE

*AND BUILD A HIGH PERFORMING EFFICIENT TEAM
WHO USE SYSTEMS AND PROCESSES TO DELIVER QUALITY
RESULTS FOR YOUR CLIENTS.*



TPB

THE
PROFESSIONAL
BUILDER

REFERENCE CHECK QUESTIONS - Builder

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Would you reemploy xxx?

Everyone need to improve what areas would you say xxx should focus on?

Anything else you think we should know about xxxx or anything else you would like to share?

Building a team that gives you leverage from site is tough...

You know you need to work on the business rather than in it, but you struggle getting pulled back in to fix day-to-day problems onsite.

Regardless of where you are along the builders' ladder, finding, training and retaining the right guys is always hard.

The following few pages are designed to help you with exactly this problem... Finding great guys and then training them for performance and keeping them.

We want it to be as easy as possible for you to find and attract good talent... Then hire with confidence before getting them in bedded into your culture of high performance.

Some of the final resources you'll find here will also help you with training your guys to leverage you from site.

We've broken the sections down into 4 parts.

1. Attract
2. Hire
3. Onboard
4. Train & Retain

Jump into things and let us know how you get on.

Thanks,

- Marti Amos & the TPB Crew

[XYZ Construction] are on the hunt for a A+ Tradesman or Certified Carpenter.

*Do you want a job where you earn top dollar and love coming to work?

*Do you want a great place to work where you have plenty of scope to learn, have fun and work on interesting projects?

*Are you looking for a challenging role and a fresh start with Auckland's leading Building Company?

This role can be perfect for you...if you have got what it takes!

Please read the full ad and only apply if you meet the requirements

**No Recruitment agencies please

What we offer:

- Top pay rates depending on skills, qualifications and experience.
- A Fully equipped Company van, phone and tool allowance.
- A Paid day off for your birthday.
- A boss and team that looks after you.
- Company culture that means you'll love coming to work every day.
- Incentive scheme and environment that encourages excellence.

We are looking for someone committed to the role long term and who is willing to grow with the company.

To be successful in this role, you need to have the following:

- A can do attitude.
- Strong diagnostic and problem solving ability.
- The ability to work unsupervised or in a team.
- Experience with residential and commercial projects (Renovations & new builds).
- 4 Years trade experience in NZ.
- LBP Certified.
- Valid NZ full driver's licence.
- Current Site Safe Passport (preferable).
- Literacy, Computer, Smartphone.
- Quality and tidy workmanship skills.
- A great attitude and adaptable mind-set.
- Honesty and reliability.
- Great communication skills to liaise with team,customers,other trades and organisations.
- Own Basic tool kit

If you want to be part of a progressive and growing business that ensures variety and support, then apply by emailing your CV and short paragraph about why you are the best applicant for the role to [_____] or through our website [_____].

Find us on facebook

<https://www.facebook.com/>

Applicants for this position should have NZ residency or a valid NZ work visa.

Are You The Motivated, Dynamic and Independent Carpenter We Are Looking For?

About You

You are a fun, personable, outgoing carpenter who is looking for the perfect balance of personal and professional opportunities

High end residential renovations & new builds have always appealed to you, and you want to work on some of the most interesting and challenging (best) projects in the city.

You want to live and work in a friendly, team environment, and you want to make a difference. You're keen to not only develop your practical knowledge and skills, but also take on new and exciting challenges.

Perhaps you're an experienced carpenter whose career, so far, hasn't been as fulfilling as you hoped it would be.

Or perhaps you're just waiting for the right job... one that has opportunity, innovation and the chance to lead written all over it.

Here it is....

You'll join the team of Evolution Builders on our sites around Auckland. Working on high end homes around the Eastern suburbs and inner city, you'll be an integral part of the thriving team in industry where your skills are very much needed and valued.

Personally, this role could give you the lifestyle you're looking for....

But this is just the start, because you'll get as much as you give!

You'll receive the chance you've been looking for to lead, innovate and develop a service that's committed to getting our clients the best quality finish and amazing project they've always wanted.

You will be given regular opportunities to use your creative mind to help shape the way we deliver our service and, in turn, better help our clients.

And you'll get opportunities to earn what you're worth.

It goes without saying that you'll have great people skills and be a fantastic communicator.

You'll enjoy working as part of a dynamic multi-disciplinary team, as well as having a laugh and banter in our vibrant culture.

And of course, you'll show initiative and have a proven ability to work independently across all aspects of building demonstrated by...

- Meeting project milestones
- Train & supervise young carpenters & apprentices
- Cover materials ordering & tracking
- Have excellent client & team communication

If you want the opportunity to be more than just a standard team member because you know that you are able to deliver much, much more.

And you're looking for the chance to work towards something greater... perhaps even the goal of owning your own company.

This role is the career opportunity you've been waiting for.

About Us

We are a well-established and innovative Building Company in the gorgeous Auckland City. We are known for delivering excellent quality builds and service in a fun and friendly environment. Over the last 5 years we have continued to grow due to a popular following among architects, past clients, strong networks and an excellent community reputation.

As a team, Evolution Builders is committed to helping all of our team to reach their potential professionally and personally and provide all the support necessary for you to reach your goals in a caring, fun and supportive environment. With access to the owners, Project managers, Site Supervisors and a crew of handpicked go-getters on site, in addition to weekly team meetings and quarterly 1 on 1 Professional Development Training and review, we endeavour to help you be the best carpenter you can be.

Whether you are a young and energetic looking for an inspiring company to help you leap frog years in your learning curve and build your career, or you are more experienced and want to expand your career opportunities and reach your true potential we would love to meet you.

Go to www.evolutionbuilders.co.nz/placetobein2018 to see what you can expect working with our team and to apply by tell us why this job is for you!

Includes:

- Great pay rates
- Bonus on every job
- Paid birthday off
- Career progression opportunities
- Van
- Ongoing mentoring from company owners

Instructions = red type

Examples = blue type

Top Builders,
Top Rate for a
Top Team

-List the pros and hooks you offer to your employees. Example below-

1. Company vehicle
2. Total allowance of \$1000 each year
3. Enjoy a stress and hassle free work place because our customers are all fantastic and appropriate our attention to detail and our desire to go the extra mile.
4. Your exposure to a “wide variety” of interesting and challenging work will develop your skills and experience. Not to mention your future earning potential.
5. Enjoy a supportive working environment where we value the contribution of our people and are committed to seeing you develop to your full potential. At Business name you will be treated as a real person.
6. \$500 relocation allowance to the right applicant.
7. YOUR BIRTHDAY PAID DAY OFF...that’s right, we pay you to have your birthday off to enjoy doing things you want to do.
8. No on-call. Weekends are all yours
9. Christmas/New Years off to spend with family and friends

-Background information of your business and team. Example below-

Business name is a dynamic and growing company based in Awhitu. Currently a team of 12 employees but have more work coming in that we can handle. We only want the best...do you think you could be what we are looking for?

-Key qualities we are looking for in any employees-

These are some of the qualities you need to qualify

- Qualified LBP
- Current and practicing license
- Clean drivers license
- Be able to work unsupervised and solve problems
- Honest and trustworthy
- show initiative to complete tasks to the highest standard and within timeframes
- Great people skills to work alongside team mates and customers

-Hook for any potential employees-

So, if you think you fit the job and would be an asset to our amazing team at Business name, then we would love to hear from you! We are looking for a full time position, or part-time if suited.

Apply now via email with a copy of your CV and a brief cover letter yelling us about you and why you would suit this role. – insert email and phone number –

Applications close 00/00/17

Key Messages We Want to Get Across At Interview

- Our values
- Our beliefs
- Our expectations – see 6 key areas
- Importance of relationships with customers
- Referral based offering we have and what they get if they bring business to the table
- Work as part of a team
- No surprises, own up when stuff up etc
- Come back to us if find anything unexpected / variations so can get approval from client
- Cleanup after yourselves, presented there is a camera in house watching you all day
- What we expect you to do in representing our company

Questions at Interview

- Do you have any time limitations today?
- Tell us more about what you have been doing, what type of work, how it supports what we are looking for?
- Why do you want to work for us?
- What is it you feel you can bring to working with us?
- What tools do you have, what tools do you also know how to use?
- What do you love doing?
- What do you not enjoy doing?
- What challenges have you had in previous roles and what did you do to overcome them?
- What areas have you identified that you need to work on / learn about?
- Do you enjoy working on your own or as a team and why?
- What is your experience in communicating with client, example of what your interaction has been?
- Any convictions / drink drinking we need to be aware of?
- Do you have a full drivers license
- What are you key goals for next 6-12 months, personal and work?

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Our 6 Key Daily Expectations Of Our Builders

1. TURN UP ...

- a. On Time
- b. Ready to Work
- c. Right Head Space
- d. Smartway Uniform
- e. Right Tools

2. WORK HARD ...

- a. 8 hours minimum per day, 45 per week
- b. No distractions
- c. No cell-phone / texting
- d. Focused
- e. Stay On Target

3. WORK SMART ...

- a. Plan Ahead – order in advance, book subtrades
- b. Be efficient with materials and time
- c. Organise tools and equipment beforehand
- d. Cutting plan
- e. Organised site

4. DELIVER QUALITY ...

- a. No short-cuts
- b. Read the plans
- c. Ask Questions
- d. Be Proud of what you've delivered
- e. Keep a Record, take Photos

5. COURTESY AND COMMUNICATION ...

- a. Respect for others, client, property, neighbours
- b. Listen and Understand
- c. No Swearing, Smoking, Loud Radios or Dogs on Client Site
- d. Identify Variations, gain Approval from Office
- e. Don't Commit or Agree anything with client. Check first
- f. Send Daily Hours through

6. GO HOME SAFE...

- a. Be Safe, Clean and Tidy at work
- b. Wear your PPE
- c. Health & Safety for you, workmates and others. Nothing stupid
- d. Think, Think, Think
- e. Don't ASSuME

Employee Quarterly Performance Review

Employee Name: _____

Employee Name: _____

Date of evaluation: _____

Date of last evaluation: _____

5 -Exceptional 4 -Superior 3 -Satisfactory 2 - Improvement Needed 1 - Unsatisfactory

Function	Description	Employee Rating	Manager Rating
Knowledge	Understands job description and expectations associated with this position		
Execution	Follows through on tasks/projects until completion		
	Completes tasks/projects in timely manner and according to schedule		
	Overcomes obstacles, proposes solutions with alternatives		
Process Improvement	Improves existing processes to either increase productivity, quality or customer satisfaction		
Safety	Practices safe work habits, follows SSSP principals, encourages others to do the same.		
Productivity	Amount of quality work performed as compared with peers		
Quality	Quality of work performed as compared with peers		
Initiative	The initiative to identify work to be performed and perform the work without being directed by others		
Attendance and Punctuality	Arrives on time, works when expected and requests time off with sufficient advance notice		
Organisation	Organised workspace and in the approach to working		
Adaptability	Easily adapts to changes in the workplace, requirements, schedules and priorities		

Personal Appearance	Proper attire and grooming appropriate to position		
Problem Solving	Solves clients problems, clearly defines and understands the problem and resolves the issues to the customers satisfaction		
Verbal Communication	Ability to communicate clearly and effectively in a timely manner about job related matters		
Relationships	Relationships with co-workers, management, suppliers and customers		
Responding to Conflict	Ability to resolve a dispute or conflict where all parties are satisfied with the outcome		
Interpersonal Skills	Works well with co-workers, respects others and has the respect of others		
	Works well with Supervisors, respects their authority and interacts in a professional manner		
	Works well with clients resulting in established and ongoing relationships		
	Ability to motivate others resulting in the desired outcome		
	TOTAL		
	Divided by 21 to get average		

Employees Self Observation

Strengths

--

Weaknesses

--

Opportunities

--

Threats

--

Managers Observations

Strengths

--

Weaknesses

--

Opportunities

--

Threats
Managers Recommendations

Name:

Goals

Job Title:

Date:

	Career Goals	Career Goals can be anything from how much you want to earn and how many hours you want to work or even when you want to retire. List up to four goals and we will keep them on record and evaluate them with you in the near future to ensure you are on track to achieving them.	Achieve by (date)	Achieved? (Y/N)
1				
2				
3				
4				

	Personal Goals	Make up to four personal goals completely un-related to work. It is important to have a life away from work and we encourage it. These goals may include a trip to fiji, or a ski trip every year. What ever it is, we will do our best to make sure you can achieve them.	Achieve by (date)	Achieved? (Y/N)
1				
2				
3				
4				

XYZ BUILDERS - GROUP INTERVIEW SHEET

Position	
Candidate Name	
Date	

Tell us about you? Name, Background, Favorite Food

What do you know about us?

What interested you most in this position?

What single task or project would you consider your biggest accomplishment? Biggest success and mistakes?

Tell me about the relationships you had with people you worked with? The best and worst?

What is something you would be happy doing every day for the rest of your career?

What will make you love coming to work everyday?

What is your definition of hard work?

Tell me about a time you screwed up.

Is it better to be perfect and late or good and on time?

Do you have a car? Full license?

Have you any experience with the building industry?

Technologically savvy?

Have you ever systemized something? System, process etc.

What did you systemize and why did you do it?

Outcome of systemizing it?

Do you know how to use any computer applications? Like Photoshop, video editing, sound editing, accounting softwares, CRMs, Project management softwares?

What is your genius?

Telephone Reference Check

Hi, this is _____ from XYZ Construction.

How are you?

I would like to ask you some questions about _____,

Who has applied for _____ position.

Is this a good time to speak with you?

If not -

Can I call back later?

What time is convenient for you?

What number should I call on?

Call me on 368 1036

Questions:

What was your relationship to _____-?

What were his / her dates of employment? _____

What was her job with your institution? _____

What were his / her strong points? _____

What were his / her weak points? _____

How well did he / she work with
team members? _____

Supervisor? _____

Customer? _____

What level of supervision did she or he require? _____

Did he / she supervise anyone? _____

How would you comment on his / her:

1. Attendance _____

2. Punctuality _____

3. Reliability _____

4. Ability to take on responsibility _____

5. Ability to follow instructions _____

6. Overall attitude _____

7. Accuracy / attention to detail _____

8. Communication skills _____

9. Flexibility _____

10. Ability to cope with pressure _____

11. Work Ethic _____

12. Speed of Execution _____

Can you think of any factors that may limit his / her ability?

Has _____'s honesty ever been questioned? _____

Are you aware of any drug or alcohol problem? _____

Did they ever let external problems affect their work?

How do you think _____ would fit into our position? _____

Would you re-employ _____? _____

May we make your comments available, confidentially, to _____? _____

Can we confidentially advise our clients you are the referee? _____

Thank you for your time _____, that's all I need to know.

Have a nice day.