

CAREER PATH REVIEW

Employee:	
Date:	
Operations Manager:	

APPRENTICE 1

APPRENTICE 2

Description	Yes/No	Date	Description	Yes/No	Date
Fold/clean drop cloths			Previous level tasks completed		
Load/unload van			Hand Sanding		
Clean brushes & equipment			Proper use/knowledge of sandpaper		
Proper surface protection			Caulking		
Personal tool maintenance			Caulk Removal		
Mix joint compound			Company tool maintenance		
Proper taping of all trim			Brush in ceilings		
Ability to identify prep areas on:			Brush in walls		
• Ceilings			Begin to roll ceilings		
• Walls			Begin to roll walls		
• Trim			Ability to paint trim:		
Setup/clean work area			• Doors		
Having proper tools at all times			• Door frames		
Well organized			• Window frames		
Self motivated			• Baseboards		
Excellent communication			• Crown molding		
Be on time			Assist in cabinet prep		
Attend company meetings/trainings			Assist in wallpaper removal		
Understand/follow company policies			Begin to spackle/patch		
Exhibits core values			Assist in power washing		
Accepts constructive criticism			Basic paint knowledge		

CAREER PATH REVIEW

Employee:	
Crew Leader:	
Operations Manager:	

PAINTER 1

PAINTER 2

Description	Yes/No	Date	Description	Yes/No	Date
Previous level tasks completed			Previous level tasks completed		
Proficient at:			Proficient at:		
• Caulking			• Cutting in ceilings/walls		
• Sanding			• Rolling ceilings/walls		
• Taping			• All trim/door painting		
Climb & work off ladders (up to 40')			Paint window mullions		
Cut in ceilings			Paint French/louvered doors		
Cut in walls			Apply transparent & semi-trans stain		
Excel at:			Apply polyurethane		
• Rolling ceilings			General knowledge of power washing		
• Rolling walls			Drywall repairs (small & large)		
• Paint basic trim/doors			Replace corner beads		
Paint double hung windows			Replace drywall tape		
Apply solid & semi solid stain			Blowout patches		
Prep areas for spraying			Assist during interior carpentry		
Clean spray equipment			Assist during wood rot replacement		
Basic primer knowledge					

CAREER PATH REVIEW

Employee:	
Crew Leader:	
Operations Manager:	

LEAD PAINTER

CREW LEADER

Description	Yes/No	Date	Description	Yes/No	Date
Previous level tasks completed			Previous level tasks completed		
Install interior carpentry			Coach & train new employees		
Replace exterior wood rot			Assist in receiving reviews		
Hang full sheets of drywall			Communicates w/ paint reps/stores		
Familiar with:			Stock vans weekly		
• All types of patches/repairs			Maintain clean & functioning van		
• All paint/primer materials			Order paint for delivery/pickup		
• Sundries/supplies			Assists in company training		
• Equipment			Communicates with customers		
• Spraying			Make recommendations to customers		
Run power washer			Submits Daily Reports accurately		
Accurately order paint			Excellent customer service		
Run PFAD jobs			Able to get & write change orders		
Run project when CL not on site					

CAREER PATH REVIEW

Additional Comments:

Signatures:

Employee

Date

Crew Leader

Date

Operations Manager

Date

By signing, all parties above agree that this document was reviewed, discussed and understood.

Home Works Painting reserves the right to alter the qualifications of each job position, and will allow each individual adequate time as determined by Home Works Painting to ensure they are fully trained before any wage increase/decrease is applied.