

AMERICAN INSTITUTE OF CONSTRUCTORS
CONSTRUCTOR CERTIFICATION COMMISSION DOCUMENT NO. 44

**AIC CONSTRUCTOR CERTIFICATION COMMISSION MEMBER EVALUATION OF
TALLEY MANAGEMENT GROUP**

Directions: In order to help improve the performance of Talley Management Group please take the needed time to rate each of the attributes noted below. In the case of a 1 or 2 rating please indicate why in the space provided in the "Comments" section and/or on the reverse side of the page.

Evaluation Scale:	1 (Lowest)	2	3	4	5 (Highest)
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A. Services Provided

a.	Provides all required services	1	2	3	4	5
b.	Provides additional services	1	2	3	4	5
c.	Overall effectiveness	1	2	3	4	5
d.	Overall efficiency	1	2	3	4	5
e.	Timely efforts	1	2	3	4	5
f.	Assists in moving AIC CCC forward	1	2	3	4	5
g.	Is beneficial in advancing AIC CCC in other areas	1	2	3	4	5

Comments:

B. Events/Programs Management

a.	Site recommendation and selection	1	2	3	4	5
b.	Advance planning	1	2	3	4	5
c.	Effectiveness/Efficiency	1	2	3	4	5
d.	Logistics management	1	2	3	4	5
e.	Timely efforts	1	2	3	4	5
f.	Negotiation Skills	1	2	3	4	5
g.	Food/Beverage Management	1	2	3	4	5
h.	On-site, day of services (set-up and registration, etc.)	1	2	3	4	5

Comments:

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C. Financial Management

a.	Record Keeping	1	2	3	4	5
b.	Timeliness of reports	1	2	3	4	5
c.	Accuracy of reports	1	2	3	4	5
d.	Thoroughness of reports	1	2	3	4	5
e.	Easy to understand reports	1	2	3	4	5
f.	Provides recommendations for cost savings	1	2	3	4	5
g.	Provides recommendations for revenue generation	1	2	3	4	5

Comments:

D. Communications – Internal (Commission)

a.	Timeliness	1	2	3	4	5
b.	Thoroughness	1	2	3	4	5
c.	Accuracy	1	2	3	4	5

Comments:

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E. Communications - External

a.	Timeliness	1	2	3	4	5
b.	Thoroughness	1	2	3	4	5
c.	Accuracy	1	2	3	4	5
d.	Professional Appearance	1	2	3	4	5
e.	Professional Messages	1	2	3	4	5
f.	Overall effectiveness	1	2	3	4	5

Comments:

F. Operating Style

a.	Friendliness/Courtesy/Respectfulness	1	2	3	4	5
b.	Helpfulness	1	2	3	4	5
c.	Responsiveness	1	2	3	4	5
d.	Openness to improvement	1	2	3	4	5
e.	Taking initiative	1	2	3	4	5
f.	Participation in meetings	1	2	3	4	5

Comments:

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G. Senior Management

a.	Experience/Expertise	1	2	3	4	5
b.	Professionalism	1	2	3	4	5
c.	Leadership style	1	2	3	4	5
d.	Amount of time spent on Commission	1	2	3	4	5
e.	Contributions of best practices	1	2	3	4	5
f.	Contributions of partnership ideas/opportunities	1	2	3	4	5

Comments:

H. Day-to-Day Staff

a.	Experience/Expertise	1	2	3	4	5
b.	Professionalism	1	2	3	4	5
c.	Staff Turnover	1	2	3	4	5
d.	Continuity Planning	1	2	3	4	5
e.	Proactive	1	2	3	4	5

Comments:

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I. Overall management of the Commission

a.	Reliable	1	2	3	4	5
b.	Trustworthy	1	2	3	4	5
c.	Timely	1	2	3	4	5
d.	Thoughtful/Good Judgment	1	2	3	4	5

Comments:

E. Strengths of the TMG

F. Specific Areas Needing Improvement

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Revision History:

Last Revision: 11/15/201311/15/2013

Version #: 2