**Form PE.04: Supervisor Evaluation of the Applicant**

This form must be completed by the supervisor for each job.

<table>
<thead>
<tr>
<th>No.</th>
<th>Employer</th>
<th>Position/Title</th>
<th>Start Date</th>
<th>End Date</th>
<th>Duration</th>
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<tbody>
<tr>
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<td>Month</td>
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<td>Years</td>
<td>Months</td>
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**Employer’s full address**

**Employer’s phone number**

**Employer’s email**

**Supervisor’s name**

**Supervisor’s title**

**Supervisor’s mobile**

**Supervisor’s email**

**Certify the following statements:**

- I am NOT related to the applicant by blood, marriage or adoption *(check here *)
- My relation with the applicant has been/is: (___) Supervisor (___) Coworker (___) Associate (___) Other
  - If not “supervisor,” explain the nature of your relationship in the following pages.
- I have personally witnessed and reviewed the work (plans, calculations and/or reports) of the applicant: (___) Yes (___) No
  - If “no,” explain the nature of your relationship in the following pages.
- We have been working together the entire time the applicant was in this job *(check here *) OR from __________ to __________

For assistance, email ncees@aucegypt.edu
According to NCEES Model Rules, this is my evaluation of the applicant’s engineering performance:

**IMPORTANT NOTE:** You are requested to evaluate the points that are relevant to the applicant’s work.

### I. Practical Application of Theory

#### 1.1 Analysis

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- Operating conditions; performance assessment; feasibility studies; constructability; value engineering; safety; environmental issues; economic issues; risk assessment; reliability; or other

**Comments:**

#### 1.2 Design

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- Construction plan or specification preparation; product specifications; component selection; maintenance and social implications of final product; or other

**Comments:**

#### 1.3 Testing

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- Developing or specifying testing procedures; verifying functional specifications; implementing quality control and assurance; maintenance and replacement evaluation; or other

**Comments:**

#### 1.4 Implementation

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- Engineering principles in design, construction or research; performance of engineering cost studies; process flow and time studies; implementation of quality control and assurance; safety issues; environmental issues; or other

**Comments:**
### 1.5 Systems application

Evaluation of components of a larger system; evaluation of the reliability of system parts; design and evaluation of equipment control systems while considering ergonomics, utility, manufacturing tolerances and operating and maintenance concerns; the engineering required to establish programs and procedures for the maintenance and management of buildings, bridges and other types of structures where failure or improper operation would endanger public health and safety; or other

Comments:

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### 1.6 Time in the engineering process

Difficulties of workflow; scheduling; equipment life; corrosion rates and replacement scheduling; or other

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### 1.7 Knowledge and understanding

Codes, standards, regulations and laws that govern applicable activities; or other

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II. Management

Management includes supervising staff, managing engineering projects, and managing and administering technology as it is applied in the field or in construction.

2.1 Planning
Developing concepts; evaluating alternative methods
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2.2 Scheduling
Preparing task breakdowns and schedules
Comments:

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2.3 Budgeting and contracting
Cost estimating and control; contract development
Comments:

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2.4 Supervising
Organizing human resources; motivating teams; directing and coordinating project resources
Comments:

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### 2.5 Project control

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- **Complete or partial project control**
  - Comments:

### 2.6 Risk assessment

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- **Assessment of risk associated with the progression of the project**
  - Comments:

### III. Communication Skills

#### 3.1 Accumulates project knowledge

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- **Through interpersonal communication with supervisors, clients, subordinates or team interaction**
  - Comments:

#### 3.2 Transmits project knowledge

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- **In verbal or written methods to clients, supervisors, subordinates, general public or team members. Examples would be via meetings, written reports, public hearings and reporting of findings and suggestions, other written correspondence and/or verbal briefings**
  - Comments:
IV. Social Implications

4.1 Promotes and safeguards
Promotes and safeguards the health, safety and welfare of the public as demonstrated in daily work activities

Comments:

4.2 Demonstrates awareness
Demonstrates an awareness of the consequences the work performed may incur and a desire to mitigate or eliminate any potential negative impact

Comments:

4.3 Follows a code of ethics
Promotes a high degree of integrity in the practice of professional engineering

Comments:

I consider the applicant technically qualified to be registered as a professional engineer

I hereby affirm that the information provided in this form is accurate and valid.

(____) Yes  (____) No

Date ______ · ______ · ______

Name and signature ____________________________________________________________

PE stamp/seal (if applicable)