

**CAREER DEVELOPMENT OFFICER
Training Needs Assessment Evaluation Form**

Personal/Position Information

Name: _____

Period Covered: _____

Position: _____

Reviewed by: _____

Title: _____

Position Start Date: _____

Community: _____

Region: _____

CAREER DEVELOPMENT OFFICER Training Needs Assessment Evaluation Form

Instructions:

The information contained in this evaluation is strictly confidential. The supervisor will meet with the employee to review the employee's performance and complete the Community Government Performance Evaluation Form. Input from the employee is critical. The employee will have an opportunity to make comments concerning the review in the employee comments section of this form. The information will be used to develop an individual training plan for the employee as well as a training plan for the community.

The employee will be rated as follows for each competency (P):

Each competency is to be rated as follows (S):

- 1 – Needs significant improvement – employee is unable to complete the task or perform the function in a satisfactory manner even though assistance is routinely provided
- 2 – Needs improvement - employee can complete the task or perform the function with considerable assistance
- 3 – Satisfactory – employees can complete the task or perform the function in a satisfactory manner with little or no assistance
- 4 – Very good – employee consistently completes the task or performs the function in an above average manner with little or no assistance
- 5 – Outstanding – employee consistently completes the task or performs the function at a very high level with little or no assistance

- 1 – Competency has little significant to the position
- 2 – Competency has minor significance to the position
- 3 – Competency is important to the position
- 4 – Competency has major significance to the position
- 5 – Competency is critical to the effective performance of the position

For more information on how to complete this review please contact the Regional Office of the Department of Municipal and Community Affairs or the MACA School of Community Government.

CAREER DEVELOPMENT OFFICER

Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill																							
Career Development	Provide individual career development counselling and information	Interview clients to obtain employment history, education and career goals	Assist clients to establish career goals and to develop education or other plans	Identify barriers to employment	Administer and interpret tests designed to determine the interests, aptitudes and abilities of clients	Assess need for assistance such as rehabilitation, financial aid or further training	Refer clients to the appropriate services																		
		P		S	5	P		S	5	P		S	5	P		S	5	P		S	5	P		S	5
		Assist clients with implementing education, career or other plans		Maintain ongoing communications with clients		Follow up with clients on any changes to family size or income		Meet with clients on a regular basis to review files and circumstances		Assist clients with job readiness skills															
		P		S	5	P		S	5	P		S	5	P		S	5	P		S	5				
	Provide assistance with job search skills	Provide clients with information on education and careers	Assist clients with job search strategies	Assist clients with writing resumes	Assist clients to prepare for job interviews																				
		P		S	5	P		S	5	P		S	5	P		S	5								
	Provide information about employment	Provide workers with information on maintaining a job	Provide workers with information on moving within an organization	Provide workers with information on dealing with job dissatisfaction	Provide workers with information on making a mid-career change	Collect labour market information																			
		P		S	4	P		S	4	P		S	4	P		S	4	P		S	4				

CAREER DEVELOPMENT OFFICER

Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill																					
Community Events	Participate in community events	Plan and participate in career fairs	Distribute career, educational and employment information	Advise employers on human resource and other employment-related issues	Provide consulting services to community groups	Make presentations to community groups																	
							P		S	5	P		S	5	P		S	4	P		S	4	P
Administration	Administer Career Development Programs	Prepare and monitor the Career Development budget	Submit required reports	Assist with the office operation																			
					P		S	4	P		S	5	P		S	4							
Legislation	Ensure Compliance	Identify applicable legislation	Demonstrate familiarity with applicable legislation	Comply with applicable legislation	Comply with policies and procedures																		
						P		S	5	P		S	5	P		S	5	P		S	5		
Maintain Workplace Safety	Practice Workplace Health And Safety	Adhere to Occupational Health And Safety Regulations	Assess workplace hazards																				
				P		S	4	P		S	4												

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Administration	Provide Information Management	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Keep daily reports</td> <td style="width: 25%;">Track data using computer software applications</td> <td style="width: 25%;">Generate activity reports for clients and council</td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td></td> <td></td> <td></td> </tr> </table>	Keep daily reports	Track data using computer software applications	Generate activity reports for clients and council				P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4			
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Technical Skills	Possess Computer Skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Use word processing software programs</td> <td style="width: 25%;">Use spreadsheet software programs</td> <td style="width: 25%;">Use database software programs</td> <td style="width: 25%;">Use utility software programs</td> <td style="width: 25%;">Operate e-mail and internet</td> <td style="width: 25%;">Use presentation programs</td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 3</td> </tr> </table>	Use word processing software programs	Use spreadsheet software programs	Use database software programs	Use utility software programs	Operate e-mail and internet	Use presentation programs	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 3
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Communication	Use effective communication	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Manage stress</td> <td style="width: 25%;">Take direction</td> <td style="width: 25%;">Be self-motivated</td> <td style="width: 25%;">Be dependable</td> <td style="width: 25%;">Maintain confidentiality</td> <td style="width: 25%;">Make effective decisions</td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> </tr> </table>	Manage stress	Take direction	Be self-motivated	Be dependable	Maintain confidentiality	Make effective decisions	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4
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CAREER DEVELOPMENT OFFICER Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill												
Professionalism	Demonstrate positive personal attributes and ethical behaviour	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Meet deadlines</td> <td style="width: 25%;">Use analytical skills</td> <td style="width: 25%;">Be responsible</td> <td style="width: 25%;">Be a team player</td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> <tr> <td>P 4 S 5</td> <td>P 4 S 5</td> <td>P 4 S 5</td> <td>P 4 S 5</td> <td></td> <td></td> </tr> </table>	Meet deadlines	Use analytical skills	Be responsible	Be a team player			P 4 S 5	P 4 S 5	P 4 S 5	P 4 S 5		
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	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Maintain a positive attitude</td> <td style="width: 25%;">Be honest</td> <td style="width: 25%;">Possess a sense of humour</td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> <tr> <td>P S 5</td> <td>P S 5</td> <td>P 4 S 4</td> <td></td> <td></td> <td></td> </tr> </table>	Maintain a positive attitude	Be honest	Possess a sense of humour				P S 5	P S 5	P 4 S 4				
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P S 5	P S 5	P S 5	P S 4											
Demonstrate positive personal attributes and ethical behaviour														
Respect self and others														

**CAREER DEVELOPMENT OFFICER
Training Needs Assessment Evaluation Form**

Comments:

1. Supervisor's Comments

2. Expectations For The Coming Year/Workplan

**CAREER DEVELOPMENT OFFICER
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3. Employee Goals And Objectives

4. Career Goals

CAREER DEVELOPMENT OFFICER Training Needs Assessment Evaluation Form

5. Recommended Training

6. Employee Comments

Employee:	Supervisor:
Title:	Title:
Signature:	Signature:
Date:	Date: