

Training Needs Assessment Evaluation Form

Personal/Position Information

Name: _____

Period Covered: _____

Position: _____

Reviewed by: _____

Title: _____

Position Start Date: _____

Community: _____

Region: _____

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.

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Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill
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Perform Carpentry Duties

Assist with maintenance and repair of public buildings

Possess knowledge of building codes	Possess working knowledge of building construction	Possess working knowledge of HVAC systems	Possess knowledge of electrical standards	Possess working knowledge of electrical systems	Inspect public buildings
P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>

Complete minor carpentry repairs	Complete major carpentry repairs and projects	Build materials and furniture	Paint and repair buildings	Repairs roofs	Complete weather proofing of buildings
P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>

Inspect fire protection systems and equipment	Inspect boilers	Maintain fire protection systems and equipment	Maintain standby generators	Maintain mechanical systems	Maintain HVAC systems
P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>

Assist with maintaining boilers	Perform landscaping and grounds maintenance				
P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>				

Perform Building Construction

Assist with residential construction

Lay building foundations	Prepare the framing for cement	Mix cement	Pour cement for the foundation	Pour cement for stairs	Create cement forms
P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>

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Major Category	Skill	Subskill												
Perform Building Construction	Assist with residential construction	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Frame the building</td> <td style="width: 16.6%;">Put up siding</td> <td style="width: 16.6%;">Put up drywall</td> <td style="width: 16.6%;">Finish the building</td> <td style="width: 16.6%;">Put in flooring</td> <td style="width: 16.6%;">Put in tile for floors</td> </tr> <tr> <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"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> </tr> </table>	Frame the building	Put up siding	Put up drywall	Finish the building	Put in flooring	Put in tile for floors	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"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5
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Maintain Workplace Safety	Practice workplace health and safety	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Adhere to occupational health and safety regulations</td> <td style="width: 16.6%;">Assess workplace hazards</td> <td style="width: 16.6%;">Maintain CPR and First Aid certification</td> <td style="width: 16.6%;">Meet WHMIS guidelines</td> <td style="width: 16.6%;">Maintain minimum house-keeping standards</td> <td style="width: 16.6%;">Safely store chemicals</td> </tr> <tr> <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"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> </tr> </table>	Adhere to occupational health and safety regulations	Assess workplace hazards	Maintain CPR and First Aid certification	Meet WHMIS guidelines	Maintain minimum house-keeping standards	Safely store chemicals	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"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5
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	Perform administrative duties	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Keep daily reports</td> <td style="width: 16.6%;">Maintain stock inventory</td> <td style="width: 16.6%;">Take inventory</td> <td style="width: 16.6%;">Follow work plans</td> <td style="width: 16.6%;">Organize tasks</td> <td></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"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td></td> </tr> </table>	Keep daily reports	Maintain stock inventory	Take inventory	Follow work plans	Organize tasks		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"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	
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Technical Skills /Qualifications	Possess technical skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Read building specifications, blueprints and as-builds</td> <td style="width: 16.6%;">Read technical documents</td> <td style="width: 16.6%;">Possess working knowledge of pumps, valves, motors and gauges</td> <td style="width: 16.6%;">Possess working knowledge of operation and maintenance of power tools</td> <td style="width: 16.6%;">Obtain journeyman carpenter certification</td> <td style="width: 16.6%;">Possess class 3 driver's license with air</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"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> </tr> </table>	Read building specifications, blueprints and as-builds	Read technical documents	Possess working knowledge of pumps, valves, motors and gauges	Possess working knowledge of operation and maintenance of power tools	Obtain journeyman carpenter certification	Possess class 3 driver's license with air	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"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5
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	Work in a team environment	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Work cooperatively with others</td> <td style="width: 16.6%;">Oversee casual employees</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 3</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Work cooperatively with others	Oversee casual employees					P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 3				
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Communication	Use effective communication	Practice listening skills	Speak effectively																					
		P		S	5	P		S	4															
Professionalism	Demonstrate good work habits	Manage stress	Take direction	Be self-motivated	Be depended-able	Maintain confiden-tiality	Make effective decisions																	
		P		S	4	P		S	5	P		S	5	P		S	5	P		S	4			
	Demonstrate good work habits	Manage time	Perform related duties	Be punctual	Be flexible	Be organized	Work with minimal supervision																	
		P		S	5	P		S	4	P		S	5	P		S	4	P		S	5	P		S
	Demonstrate positive personal attributes and ethical behaviour	Meet deadlines	Use analytical skills	Be responsible	Be a team player																			
		P		S	5	P		S	5	P		S	5	P		S	5							
	Demonstrate positive personal attributes and ethical behaviour	Accept change	Adapt to situations	Compromise	Separate personal and professional life	Take training	Be patient																	
		P		S	5	P		S	4	P		S	5	P		S	5	P		S	5	P		S
	Demonstrate positive personal attributes and ethical behaviour	Maintain a positive attitude	Be honest	Possess a sense of humour																				
		P		S	5	P		S	5	P	4	S	4											
	Professionalism	Respect self and others	Display tact	Cooperate with others	Respond positively to others	Be courteous																		
			P		S	5	P		S	5	P		S	5	P		S	4						

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Major Category	Skill	Subskill																
	Possess cultural and political knowledge	Practice cross cultural skills	Be familiar with political situation	Demonstrate awareness of traditional knowledge	Possess knowledge of community													
		P	S	5	P	S	4	P	S	4	P	S	4					
	Demonstrate leadership skills	Demonstrate fair, equitable and consistent behaviour	Be accessible	Seek professional and technical advice														
		P	S	5	P	S	5	P	S	5								

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Training Needs Assessment Evaluation Form

Comments:

1. Supervisor's Comments

2. Expectations For The Coming Year/Workplan

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Training Needs Assessment Evaluation Form

3. Employee Goals And Objectives

4. Career Goals

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Training Needs Assessment Evaluation Form

5. Recommended Training

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6. Employee Comments

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