

**EMPLOYMENT OFFICER
Training Needs Assessment Evaluation Form**

Personal/Position Information

Name: _____

Period Covered: _____

Position: _____

Reviewed by: _____

Title: _____

Position Start Date: _____

Community: _____

Region: _____

EMPLOYMENT 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.

EMPLOYMENT OFFICER Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill																							
Career Development	Provide individual career development counselling and information	Interview residents to obtain employment history, educational background and career goals	Provide career and training and education counselling	Administer and interpret tests designed to determine the interests, aptitudes and abilities of residents	Assess need for assistance such as rehabilitation, financial aid or further vocational training and refer clients to the appropriate services	Provide established workers with information on maintaining a job or moving within an organization, dealing with job dissatisfaction or making a mid-career change	Collect labour market information for clients regarding job openings, entry and skill requirements and other occupational information																		
		P		S	5	P		S	5	P		S	5	P		S	5	P		S	5	P		S	5
		Provide consulting services to community groups and agencies, business and industry, and to other organizations involved in providing community-based career planning resources																							
		P		S	5																				

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Major Category	Skill	Subskill																				
Employment Opportunities	Identify employment opportunities for local residents	Identify current and prospective staffing requirements for local businesses and organizations	Identify current and potential staffing requirements with governments and industries in the area	Maintain strong contracts and liaise with businesses and industries concerning current and upcoming employment opportunities	Prepare and post notices and advertisements, and collect and screen applications	Advise job applicants on Employment requirements and on terms and conditions of employment	Review candidate inventories and contact potential applicants to arrange interviews and arrange transfers, redeployment and placement of personnel															
		P	S	5	P	S	5	P	S	5	P	S	5	P	S	5	P	S	5	P	S	5
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		P	S	5	P	S	5	P	S	5	P	S	5	P	S	5	P	S	5	P	S	5

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Major Category	Skill	Subskill																															
Employment Opportunities	Facilitate local employment for major industry	Maintain a database of local residents interested in employment with industry partners	Be familiar with industry employment legal and training requirements	Be familiar with employment agreements with industry	Provide advice to residents on industry employment requirements	Arrange for interviews of local residents	Arrange for appropriate testing of local residents	P		S	4	P		S	4	P		S	4	P		S	4	P		S	4	P		S	4		
		Arrange for travel and accommodation for local residents	Maintain statistics and records on local employment with industry partners										P		S	4	P		S	4													
		Prepare and monitor the community employment budget	Prepare proposals for funding	Maintain confidential records and statistics on local community employment	Report to Council concerning employment records and statistics	Submit required reports concerning community development and community transfers	Assist with the office operation	P		S	4	P		S	4																		
	Complete administrative functions to ensure that the employment program is properly funded and administered																																

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Major Category	Skill	Subskill												
Community Events	Participate in community events	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Plan and participate in career fairs</td> <td style="width: 20%;">Distribute career, educational and employment information</td> <td style="width: 20%;">Advise employers on human resource and other employment-related issues</td> <td style="width: 20%;">Provide consulting services to community groups</td> <td style="width: 20%;">Make presentations to community groups</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"/> 5</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><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></td> </tr> </table>	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 <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	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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Administration	Administer Career Development Programs	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Prepare and monitor the Career Development budget</td> <td style="width: 20%;">Submit required reports</td> <td style="width: 20%;">Assist with the office operation</td> <td></td> <td></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"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></td> <td><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></td> <td><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></td> </tr> </table>	Prepare and monitor the Career Development budget	Submit required reports	Assist with the office operation				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"/> 4	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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Legislation	Ensure Compliance	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Identify applicable legislation</td> <td style="width: 20%;">Demonstrate familiarity with applicable legislation</td> <td style="width: 20%;">Comply with applicable legislation</td> <td style="width: 20%;">Comply with policies and procedures</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"/> 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><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></td> <td><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></td> </tr> </table>	Identify applicable legislation	Demonstrate familiarity with applicable legislation	Comply with applicable legislation	Comply with policies and procedures			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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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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: 20%;">Adhere to Occupational Health And Safety Regulations</td> <td style="width: 20%;">Assess workplace hazards</td> <td></td> <td></td> <td></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><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></td> <td><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></td> <td><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></td> <td><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></td> </tr> </table>	Adhere to Occupational Health And Safety Regulations	Assess workplace hazards					P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Adhere to Occupational Health And Safety Regulations	Assess workplace hazards													
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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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Schedule Work	Schedule Work	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Develop work plans, strategies and contingencies</td> <td style="width: 16.6%;">Follow work plans</td> <td style="width: 16.6%;">Organize tasks</td> <td style="width: 16.6%;">Coordinate staff</td> <td style="width: 16.6%;">Monitor results</td> <td style="width: 16.6%;">Evaluate results</td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/></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"/> 4</td> </tr> </table>	Develop work plans, strategies and contingencies	Follow work plans	Organize tasks	Coordinate staff	Monitor results	Evaluate results	P <input type="checkbox"/> S <input type="checkbox"/>	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
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Technical Skills	Possess Computer Skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Use word processing software programs</td> <td style="width: 16.6%;">Use spreadsheet software programs</td> <td style="width: 16.6%;">Use database software programs</td> <td style="width: 16.6%;">Use utility software programs</td> <td style="width: 16.6%;">Operate e-mail and internet</td> <td style="width: 16.6%;">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: 16.6%;">Read and comprehend business documents</td> <td style="width: 16.6%;">Write clearly and concisely</td> <td style="width: 16.6%;">Practice good listening skills</td> <td style="width: 16.6%;">Speak effectively</td> <td style="width: 16.6%;">Maintain good employee relations</td> <td style="width: 16.6%;"></td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 3</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</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> </tr> </table>	Read and comprehend business documents	Write clearly and concisely	Practice good listening skills	Speak effectively	Maintain good employee relations		P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 3	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	
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Professionalism	Demonstrate good work habits	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Manage stress</td> <td style="width: 16.6%;">Take direction</td> <td style="width: 16.6%;">Be self-motivated</td> <td style="width: 16.6%;">Be dependable</td> <td style="width: 16.6%;">Maintain confidentiality</td> <td style="width: 16.6%;">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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Demonstrate good work habits	Demonstrate good work habits	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Manage time</td> <td style="width: 16.6%;">Perform related duties</td> <td style="width: 16.6%;">Be punctual</td> <td style="width: 16.6%;">Be flexible</td> <td style="width: 16.6%;">Be organized</td> <td style="width: 16.6%;">Work with minimal supervision</td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</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"/> 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>	Manage time	Perform related duties	Be punctual	Be flexible	Be organized	Work with minimal supervision	P <input type="checkbox"/> S <input type="checkbox"/> 5	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"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5
		Manage time	Perform related duties	Be punctual	Be flexible	Be organized	Work with minimal supervision							
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Major Category	Skill	Subskill						
Professionalism	Demonstrate positive personal attributes and ethical behaviour	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			
	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 5	
	Respect self and others	Respect self and others	Maintain a positive attitude	Be honest	Possess a sense of humour			
			P S 5	P S 5	P 4 S 4			
	Respect self and others	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		

**EMPLOYMENT OFFICER
Training Needs Assessment Evaluation Form**

Comments:

1. Supervisor's Comments

2. Expectations For The Coming Year/Workplan

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3. Employee Goals And Objectives

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4. Career Goals

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5. Recommended Training

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6. Employee Comments

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