

**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																							
Self-Government	Provide information concerning Self-Government	Liaise with the Self-Government Office to gather information and materials for presentation to community residents	Distribute information and materials concerning self-government and the self-government process	Conduct community meetings to update residents on self-government and self-government issues	Provide information and updates to the Senior Administrative Officer and Council concerning self-government	Plan community events such as community feasts to distribute information concerning self-government	Visit community residents on a one-on-one basis to provide information on self-government	P	S	5	P	S	5	P	S	5	P	S	5	P	S	4	P	S	5
		Meet with community groups such as Elders and youth concerning self-government and self-government opportunities	Post information concerning self-government in public areas					P	S	5	P	S	5												

# CAREER DEVELOPMENT OFFICER

## Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill												
Self-Government	Conduct information concerning self-government issues	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;">Meet with community groups to gather information and feedback on self-government issues</td> <td style="width: 25%; padding: 5px;">Conduct one-on-one meetings to gather information and opinions concerning self-government</td> <td style="width: 25%; padding: 5px;">Conduct surveys to gather information and opinions concerning self-government</td> <td style="width: 25%; padding: 5px;">Distribute, collect and analyze questionnaires</td> <td style="width: 25%; padding: 5px;">Conduct labour market research</td> <td style="width: 25%; padding: 5px;">Conduct research on community preparedness</td> </tr> <tr> <td style="text-align: center;">P     S   5</td> <td style="text-align: center;">P     S   5</td> <td style="text-align: center;">P     S   5</td> <td style="text-align: center;">P     S   5</td> <td style="text-align: center;">P     S   5</td> <td style="text-align: center;">P     S   5</td> </tr> </table>	Meet with community groups to gather information and feedback on self-government issues	Conduct one-on-one meetings to gather information and opinions concerning self-government	Conduct surveys to gather information and opinions concerning self-government	Distribute, collect and analyze questionnaires	Conduct labour market research	Conduct research on community preparedness	P     S   5	P     S   5	P     S   5	P     S   5	P     S   5	P     S   5
		Meet with community groups to gather information and feedback on self-government issues	Conduct one-on-one meetings to gather information and opinions concerning self-government	Conduct surveys to gather information and opinions concerning self-government	Distribute, collect and analyze questionnaires	Conduct labour market research	Conduct research on community preparedness							
P     S   5	P     S   5	P     S   5	P     S   5	P     S   5	P     S   5									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;">Identify areas that require further development</td> <td style="width: 25%; padding: 5px;">Identify areas that require further communication or clarification</td> <td style="width: 25%; padding: 5px;">Prepare reports concerning research findings</td> <td style="width: 25%; padding: 5px;"></td> <td style="width: 25%; padding: 5px;"></td> <td style="width: 25%; padding: 5px;"></td> </tr> <tr> <td style="text-align: center;">P     S   4</td> <td style="text-align: center;">P     S   4</td> <td style="text-align: center;">P     S   4</td> <td style="text-align: center;">         </td> <td style="text-align: center;">         </td> <td style="text-align: center;">         </td> </tr> </table>	Identify areas that require further development	Identify areas that require further communication or clarification	Prepare reports concerning research findings				P     S   4	P     S   4	P     S   4					
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P     S   4	P     S   4	P     S   4												
Community Events	Participate in community events	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;">Plan and participate in community events</td> <td style="width: 25%; padding: 5px;">Distribute self-government information</td> <td style="width: 25%; padding: 5px;">Advise residents on self-government issues</td> <td style="width: 25%; padding: 5px;">Provide information to community groups</td> <td style="width: 25%; padding: 5px;">Make presentations to community groups</td> <td style="width: 25%; padding: 5px;"></td> </tr> <tr> <td style="text-align: center;">P     S   4</td> <td style="text-align: center;">P     S   4</td> <td style="text-align: center;">P     S   4</td> <td style="text-align: center;">P     S   4</td> <td style="text-align: center;">P     S   4</td> <td style="text-align: center;">         </td> </tr> </table>	Plan and participate in community events	Distribute self-government information	Advise residents on self-government issues	Provide information to community groups	Make presentations to community groups		P     S   4	P     S   4	P     S   4	P     S   4	P     S   4	
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Administration	Administer Career Development Programs	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;">Prepare and monitor the budget</td> <td style="width: 25%; padding: 5px;">Submit required reports</td> <td style="width: 25%; padding: 5px;">Assist with the office operation</td> <td style="width: 25%; padding: 5px;"></td> <td style="width: 25%; padding: 5px;"></td> <td style="width: 25%; padding: 5px;"></td> </tr> <tr> <td style="text-align: center;">P     S   4</td> <td style="text-align: center;">P     S   5</td> <td style="text-align: center;">P     S   4</td> <td style="text-align: center;">         </td> <td style="text-align: center;">         </td> <td style="text-align: center;">         </td> </tr> </table>	Prepare and monitor the budget	Submit required reports	Assist with the office operation				P     S   4	P     S   5	P     S   4			
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Legislation	Ensure Compliance	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Identify applicable legislation</td> <td style="width: 16.6%;">Demonstrate familiarity with applicable legislation</td> <td style="width: 16.6%;">Comply with applicable legislation</td> <td style="width: 16.6%;">Comply with policies and procedures</td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></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></td> <td></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		
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Administration	Provide Information Management	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Keep daily reports</td> <td style="width: 16.6%;">Track data using computer software applications</td> <td style="width: 16.6%;">Generate activity reports for clients and council</td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></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"/> 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	<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%;">Monitor results</td> <td style="width: 16.6%;">Evaluate results</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"/> 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></td> </tr> </table>	Develop work plans, strategies and contingencies	Follow work plans	Organize tasks	Monitor results	Evaluate results		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%;"></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></td> <td></td> </tr> </table>	Read and comprehend business documents	Write clearly and concisely	Practice good listening skills	Speak effectively			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		
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# CAREER DEVELOPMENT OFFICER Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill												
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	<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
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		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Meet deadlines</td> <td style="width: 16.6%;">Use analytical skills</td> <td style="width: 16.6%;">Be responsible</td> <td style="width: 16.6%;">Be a team player</td> <td></td> <td></td> </tr> <tr> <td>P <input type="checkbox"/> 4 S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> 4 S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> 4 S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> 4 S <input type="checkbox"/> 5</td> <td></td> <td></td> </tr> </table>	Meet deadlines	Use analytical skills	Be responsible	Be a team player			P <input type="checkbox"/> 4 S <input type="checkbox"/> 5	P <input type="checkbox"/> 4 S <input type="checkbox"/> 5	P <input type="checkbox"/> 4 S <input type="checkbox"/> 5	P <input type="checkbox"/> 4 S <input type="checkbox"/> 5		
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	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Maintain a positive attitude</td> <td style="width: 16.6%;">Be honest</td> <td style="width: 16.6%;">Possess a sense of humour</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"/> 5</td> <td>P <input type="checkbox"/> 4 S <input type="checkbox"/> 4</td> <td></td> <td></td> <td></td> </tr> </table>	Maintain a positive attitude	Be honest	Possess a sense of humour				P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> 4 S <input type="checkbox"/> 4				
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	Respect self and others	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Display tact</td> <td style="width: 16.6%;">Cooperate with others</td> <td style="width: 16.6%;">Respond positively to others</td> <td style="width: 16.6%;">Be courteous</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"/> 4</td> <td></td> <td></td> </tr> </table>	Display tact	Cooperate with others	Respond positively to others	Be courteous			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**

**Comments:**

1. Supervisor's Comments

2. Expectations For The Coming Year/Workplan

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

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: