

HAMLET FOREMAN
Training Needs Assessment Evaluation Form

Personal/Position Information

Name: _____

Period Covered: _____

Position: _____

Reviewed by: _____

Title: _____

Position Start Date: _____

Community: _____

Region: _____

HAMLET FOREMAN

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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Major Category	Skill	Subskill												
Community Works Management	Manage maintenance and repairs to public buildings	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Possess working knowledge of building systems</td> <td style="width: 16.6%;">Co-ordinate maintenance and repairs to plumbing systems</td> <td style="width: 16.6%;">Co-ordinate maintenance and repairs to fire protection systems and equipment</td> <td style="width: 16.6%;">Co-ordinate maintenance and repairs to structural systems</td> <td style="width: 16.6%;">Co-ordinate maintenance and repairs to electrical systems</td> <td style="width: 16.6%;">Co-ordinate maintenance and repairs to small equipment, pumps and motors</td> </tr> <tr> <td>P S 5</td> <td>P S 5</td> <td>P S 5</td> <td>P S 5</td> <td>P S 5</td> <td>P S 5</td> </tr> </table>	Possess working knowledge of building systems	Co-ordinate maintenance and repairs to plumbing systems	Co-ordinate maintenance and repairs to fire protection systems and equipment	Co-ordinate maintenance and repairs to structural systems	Co-ordinate maintenance and repairs to electrical systems	Co-ordinate maintenance and repairs to small equipment, pumps and motors	P S 5	P S 5	P S 5	P S 5	P S 5	P S 5
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<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Co-ordinate maintenance and repairs to standby generators</td> <td style="width: 16.6%;">Co-ordinate maintenance and repairs to heating, ventilation, air conditioning and refrigeration systems</td> <td style="width: 16.6%;">Supervise landscaping and grounds maintenance</td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> </tr> <tr> <td>P S 4</td> <td>P S 5</td> <td>P S 4</td> <td></td> <td></td> <td></td> </tr> </table>	Co-ordinate maintenance and repairs to standby generators	Co-ordinate maintenance and repairs to heating, ventilation, air conditioning and refrigeration systems	Supervise landscaping and grounds maintenance				P S 4	P S 5	P S 4					
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Manage municipal roads		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Possess working knowledge of road construction and maintenance</td> <td style="width: 16.6%;">Co-ordinate road/highway maintenance programs</td> <td style="width: 16.6%;">Co-ordinate maintenance of road signs</td> <td style="width: 16.6%;">Monitor quarries and granular supply</td> <td style="width: 16.6%;">Possess knowledge of load restrictions for municipal roads</td> <td style="width: 16.6%;">Co-ordinate dust suppression programs</td> </tr> <tr> <td>P S 5</td> <td>P S 5</td> <td>P S 5</td> <td>P S 5</td> <td>P S 5</td> <td>P S 5</td> </tr> </table>	Possess working knowledge of road construction and maintenance	Co-ordinate road/highway maintenance programs	Co-ordinate maintenance of road signs	Monitor quarries and granular supply	Possess knowledge of load restrictions for municipal roads	Co-ordinate dust suppression programs	P S 5	P S 5	P S 5	P S 5	P S 5	P S 5
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Administration	Conduct planning	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Provide assistance and advice for community planning</td> <td style="width: 16.6%;">Provide assistance and advice for business planning</td> <td style="width: 16.6%;">Provide assistance and advice for preparation of capital plan</td> <td style="width: 16.6%;">Assist with implementation of capital plans</td> <td style="width: 16.6%;">Provide assistance and advice for capital works projects</td> <td style="width: 16.6%;">Prepare plans for short-term works projects</td> </tr> <tr> <td>P S 4</td> <td>P S 4</td> <td>P S 4</td> <td>P S 4</td> <td>P S 4</td> <td>P S 4</td> </tr> </table>	Provide assistance and advice for community planning	Provide assistance and advice for business planning	Provide assistance and advice for preparation of capital plan	Assist with implementation of capital plans	Provide assistance and advice for capital works projects	Prepare plans for short-term works projects	P S 4	P S 4	P S 4	P S 4	P S 4	P S 4
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	P S 4	P S 4	P S 4	P S 4	P S 4	P S 4								
	Conduct planning	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Set objectives</td> <td style="width: 16.6%;">Track and analyze historical data</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>P S 4</td> <td>P S 4</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Set objectives	Track and analyze historical data					P S 4	P S 4				
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P S 4	P S 4													
Participate in Risk Management Planning	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Assess risk</td> <td style="width: 16.6%;">Manage risk</td> <td style="width: 16.6%;">Be aware of required insurance coverage for community assets</td> <td style="width: 16.6%;">Implement loss control system</td> <td style="width: 16.6%;">Address liability issues</td> <td></td> </tr> <tr> <td>P S 5</td> <td>P S 5</td> <td>P S 4</td> <td>P S 4</td> <td>P S 4</td> <td></td> </tr> </table>	Assess risk	Manage risk	Be aware of required insurance coverage for community assets	Implement loss control system	Address liability issues		P S 5	P S 5	P S 4	P S 4	P S 4		
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Manage budgets	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Draft operation and maintenance budgets</td> <td style="width: 16.6%;">Assist with grant applications and proposals</td> <td style="width: 16.6%;">Draft submissions for applicable capital expenditures</td> <td style="width: 16.6%;">Monitor and control costs</td> <td style="width: 16.6%;">Perform cost-benefit analysis</td> <td style="width: 16.6%;">Recommend budget revisions</td> </tr> <tr> <td>P S 5</td> <td>P S 3</td> <td>P S 4</td> <td>P S 4</td> <td>P S 4</td> <td>P S 4</td> </tr> </table>	Draft operation and maintenance budgets	Assist with grant applications and proposals	Draft submissions for applicable capital expenditures	Monitor and control costs	Perform cost-benefit analysis	Recommend budget revisions	P S 5	P S 3	P S 4	P S 4	P S 4	P S 4	
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Technical Skills	Practice technical skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Use survey equipment</td> <td style="width: 16.6%;">Read building specifications, blueprints and as-builts</td> <td style="width: 16.6%;">Read technical documents</td> <td style="width: 16.6%;">Draft technical documents</td> <td style="width: 16.6%;">Possess working knowledge of operation and maintenance of heavy equipment</td> <td style="width: 16.6%;">Possess working knowledge of pumps, valves, motors and gauges</td> </tr> <tr> <td>P S 3</td> <td>P S 4</td> <td>P S 4</td> <td>P S 4</td> <td>P S 5</td> <td>P S 5</td> </tr> </table>	Use survey equipment	Read building specifications, blueprints and as-builts	Read technical documents	Draft technical documents	Possess working knowledge of operation and maintenance of heavy equipment	Possess working knowledge of pumps, valves, motors and gauges	P S 3	P S 4	P S 4	P S 4	P S 5	P S 5
		Use survey equipment	Read building specifications, blueprints and as-builts	Read technical documents	Draft technical documents	Possess working knowledge of operation and maintenance of heavy equipment	Possess working knowledge of pumps, valves, motors and gauges							
P S 3	P S 4	P S 4	P S 4	P S 5	P S 5									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Possess working knowledge of operation and maintenance of air/hydraulic and power tools</td> <td style="width: 16.6%;">Use mobile radio equipment</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>P S 5</td> <td>P S 4</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Possess working knowledge of operation and maintenance of air/hydraulic and power tools	Use mobile radio equipment					P S 5	P S 4						
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Human Resource Management	Hire staff	<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 e-mail and Internet</td> <td style="width: 16.6%;">Use MMOS</td> <td></td> </tr> <tr> <td>P S 4</td> <td>P S 4</td> <td>P S 4</td> <td>P S 4</td> <td>P S 4</td> <td></td> </tr> </table>	Use word processing software programs	Use spreadsheet software programs	Use database software programs	Use e-mail and Internet	Use MMOS		P S 4	P S 4	P S 4	P S 4	P S 4	
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Communication	Use effective communication	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Practice listening skills</td> <td style="width: 25%;">Speak effectively</td> <td style="width: 25%;">Maintain customer service</td> <td style="width: 25%;"></td> </tr> <tr> <td>P S 4</td> <td>P S 4</td> <td>P S 4</td> <td></td> </tr> </table>	Practice listening skills	Speak effectively	Maintain customer service		P S 4	P S 4	P S 4					
		Practice listening skills	Speak effectively	Maintain customer service										
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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 depended-able</td> <td style="width: 16.6%;">Maintain confidentiality</td> <td style="width: 16.6%;">Make effective decisions</td> </tr> <tr> <td>P S 4</td> <td>P S 5</td> <td>P S 5</td> <td>P S 5</td> <td>P S 5</td> <td>P S 4</td> </tr> </table>	Manage stress	Take direction	Be self-motivated	Be depended-able	Maintain confidentiality	Make effective decisions	P S 4	P S 5	P S 5	P S 5	P S 5	P S 4
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	P S 4	P S 5	P S 5	P S 5	P S 5	P S 4								
	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 S 5</td> <td>P S 4</td> <td>P S 5</td> <td>P S 4</td> <td>P S 5</td> <td>P S 5</td> </tr> </table>	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 5
		Manage time	Perform related duties	Be punctual	Be flexible	Be organized	Work with minimal supervision							
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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 style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> </tr> <tr> <td>P S 5</td> <td>P S 5</td> <td>P S 5</td> <td>P S 5</td> <td></td> <td></td> </tr> </table>	Meet deadlines	Use analytical skills	Be responsible	Be a team player			P S 5	P S 5	P S 5	P S 5			
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Demonstrate positive personal attributes and ethical behaviour	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Accept change</td> <td style="width: 16.6%;">Adapt to situations</td> <td style="width: 16.6%;">Compromise</td> <td style="width: 16.6%;">Separate personal and professional life</td> <td style="width: 16.6%;">Take training</td> <td style="width: 16.6%;">Be patient</td> </tr> <tr> <td>P S 5</td> <td>P S 4</td> <td>P S 5</td> <td>P S 5</td> <td>P S 5</td> <td>P S 5</td> </tr> </table>	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	
	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									
Demonstrate positive personal attributes and ethical behaviour	<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 style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> </tr> <tr> <td>P S 5</td> <td>P S 5</td> <td>P 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 S 4				
	Maintain a positive attitude	Be honest	Possess a sense of humour											
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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 style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> </tr> <tr> <td>P S 5</td> <td>P S 5</td> <td>P S 5</td> <td>P S 4</td> <td></td> <td></td> </tr> </table>	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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Professionalism	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 4	P S 4	P S 4								

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Comments:

1. Supervisor's comments

2. Expectations for the coming year/work plan

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3. Employee goals and objectives

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: