

**HUMAN RESOURCE OFFICER
Training Needs Assessment Evaluation Form**

Personal/Position Information

Name: _____

Period Covered: _____

Position: _____

Reviewed by: _____

Title: _____

Position Start Date: _____

Community: _____

Region: _____

HUMAN RESOURCE 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.

HUMAN RESOURCE OFFICER

Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill																					
Human Resources Management	Assist with human resource planning and policies	Develop human resource policies and procedures	Develop human resource plans																				
		P		S	5	P		S	4														
	Assist with preparing job descriptions	Ensure accurate job descriptions are in place	Provide advice and assistance with preparing job descriptions	Ensure job descriptions are regularly updated																			
		P		S	4	P		S	5	P		S	5										
	Assist with the hiring process	Assist with the hiring process	Establish local hiring policies	Coordinate recruitment strategies	Prepare job advertisements	Prepare selection criteria	Prepare interview questions	Chair selection committees															
P				S	4	P		S	5	P		S	5	P		S	5	P		S	5	P	
Coordinate performance evaluations and training	Coordinate performance evaluations and training	Conduct reference checks	Prepare job offers	Notify unsuccessful candidates	Maintain confidential interview files																		
		P		S	4	P		S	5	P		S	5	P		S	5						
Coordinate performance evaluations and training	Coordinate performance evaluations and training	Provide advice on performance evaluations	Assist with conducting performance evaluations	Identify training needs	Identify training and development opportunities	Coordinate training and development activities	Process employee requests form outside training																
		P		S	5	P		S	5	P		S	5	P		S	5	P		S	5	P	

HUMAN RESOURCE OFFICER

Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill
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Human Resources Management	Coordinate performance evaluations and training	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Provide staff orientations</td> <td style="width: 16.6%;">Access funding for staff training</td> <td style="width: 16.6%;">Write proposals for training and development activities</td> <td style="width: 16.6%;">Provide advice to supervisors dealing with performance issues</td> <td style="width: 16.6%;">Provide advice to employees who are not performing well</td> <td style="width: 16.6%;">Conduct exit interviews</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"/> 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>	Provide staff orientations	Access funding for staff training	Write proposals for training and development activities	Provide advice to supervisors dealing with performance issues	Provide advice to employees who are not performing well	Conduct exit interviews	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	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4
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	Provide personnel administration	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Promote workplace safety</td> <td style="width: 16.6%;">Provide advice on pay and benefits system</td> <td style="width: 16.6%;">Implement a human resource information system</td> <td style="width: 16.6%;">Explain personnel policies</td> <td style="width: 16.6%;">Explain employment standards and legislation</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>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td></td> </tr> </table>	Promote workplace safety	Provide advice on pay and benefits system	Implement a human resource information system	Explain personnel policies	Explain employment standards and legislation		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	P <input type="checkbox"/> S <input type="checkbox"/> 4	
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	Administer personnel policies	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Apply personnel policies and procedures</td> <td style="width: 16.6%;">Participate in grievance process</td> <td style="width: 16.6%;">Administer employee benefit plans</td> <td style="width: 16.6%;">Maintain personnel records</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>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> </tr> </table>	Apply personnel policies and procedures	Participate in grievance process	Administer employee benefit plans	Maintain personnel records			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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	Possess knowledge of human resources	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Possess knowledge of human resource management theories and practices</td> <td style="width: 16.6%;">Possess knowledge of human resource planning and development</td> <td style="width: 16.6%;">Possess knowledge of relevant legislation, policies and procedures</td> <td style="width: 16.6%;">Possess knowledge of staff relations</td> <td style="width: 16.6%;">Possess knowledge of recruitment and selection strategies</td> <td style="width: 16.6%;">Possess knowledge of training and development planning and implementation</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>	Possess knowledge of human resource management theories and practices	Possess knowledge of human resource planning and development	Possess knowledge of relevant legislation, policies and procedures	Possess knowledge of staff relations	Possess knowledge of recruitment and selection strategies	Possess knowledge of training and development planning and implementation	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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Financial Management	Prepare financial reports	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Prepare variance reports</td> <td style="width: 16.6%;">Report to funding agencies</td> <td style="width: 16.6%;">Review quarterly variance reports</td> <td style="width: 16.6%;">Submit reports to council for approval</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>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> </tr> </table>	Prepare variance reports	Report to funding agencies	Review quarterly variance reports	Submit reports to council for approval			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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Executive Functions/Health Board Support	Provide support to Council	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Prepare briefing notes, and positions</td> <td style="width: 25%;">Prepare discussion papers</td> <td style="width: 25%;">Provide advice to Council</td> <td style="width: 25%;">Make recommendations</td> <td style="width: 25%;">Seek legal interpretation and advice</td> <td style="width: 25%;">Draft policies and guidelines</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>	Prepare briefing notes, and positions	Prepare discussion papers	Provide advice to Council	Make recommendations	Seek legal interpretation and advice	Draft policies and guidelines	P S 4	P S 4	P S 4	P S 4	P S 4	P S 4
		Prepare briefing notes, and positions	Prepare discussion papers	Provide advice to Council	Make recommendations	Seek legal interpretation and advice	Draft policies and guidelines							
P S 4	P S 4	P S 4	P S 4	P S 4	P S 4									
Legislation	Ensure compliance	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Identify applicable legislation</td> <td style="width: 25%;">Demonstrate familiarity with applicable legislation</td> <td style="width: 25%;">Comply with applicable legislation</td> <td style="width: 25%;">Comply with policies and procedures</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 S 5</td> <td>P S 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 S 5	P S 5	P S 5	P S 5		
		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											
Perform Administrative Functions	Conduct Planning	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Provide assistance and advice with community planning</td> <td style="width: 25%;">Provide assistance and advice with strategic planning</td> <td style="width: 25%;">Provide advice and assistance with preparation of a capital plan</td> <td style="width: 25%;">Prepare plans for short term projects</td> <td style="width: 25%;">Set objectives</td> <td style="width: 25%;">Develop forecasts</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 with community planning	Provide assistance and advice with strategic planning	Provide advice and assistance with preparation of a capital plan	Prepare plans for short term projects	Set objectives	Develop forecasts	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									
Perform Administrative Functions	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 S 4</td> <td>P S 4</td> <td>P S 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 S 4	P S 4	P S 4			
	Keep daily reports	Track data using computer software applications	Generate activity reports for clients and council											
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	Schedule work	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Develop work plans and strategies</td> <td style="width: 25%;">Follow work plans</td> <td style="width: 25%;">Organize tasks</td> <td style="width: 25%;">Coordinate staff and contractors</td> <td style="width: 25%;">Monitor results</td> <td style="width: 25%;">Evaluate results</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>	Develop work plans and strategies	Follow work plans	Organize tasks	Coordinate staff and contractors	Monitor results	Evaluate results	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									

HUMAN RESOURCE OFFICER

Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill												
Technical Skills	Operate computer programs	<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%;">Operate e-mail and Internet</td> <td style="width: 16.6%;">Use database software programs</td> <td style="width: 16.6%;">Use presentation programs</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>	Use word processing software programs	Use spreadsheet software programs	Operate e-mail and Internet	Use database software programs	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	
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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 listening skills</td> <td style="width: 16.6%;">Speak effectively</td> <td style="width: 16.6%;">Make presentations</td> <td style="width: 16.6%;">Demonstrate negotiation skills</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>	Read and comprehend business documents	Write clearly and concisely	Practice listening skills	Speak effectively	Make presentations	Demonstrate negotiation skills	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 public relations	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Maintain customer service</td> <td style="width: 16.6%;">Assist with community events</td> <td style="width: 16.6%;">Liaise with community organizations and agencies</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"/> 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> <td></td> </tr> </table>	Maintain customer service	Assist with community events	Liaise with community organizations and agencies				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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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 <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 depended-able	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	
	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 <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>	Meet deadlines	Use analytical skills	Be responsible	Be a team player			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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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: 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 <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> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> </tr> </table>	Accept change	Adapt to situations	Compromise	Separate personal and professional life	Take training	Be patient	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	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5
	Accept change	Adapt to situations	Compromise	Separate personal and professional life	Take training	Be patient								
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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%;">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			
	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></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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Possess cultural and political knowledge	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Practice cross cultural skills</td> <td style="width: 16.6%;">Be familiar with political situation</td> <td style="width: 16.6%;">Demonstrate awareness of traditional knowledge</td> <td style="width: 16.6%;">Possess knowledge of community</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"/> 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> </tr> </table>	Practice cross cultural skills	Be familiar with political situation	Demonstrate awareness of traditional knowledge	Possess knowledge of community			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			
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Demonstrate leadership skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Demonstrate fair, equitable and consistent behaviour</td> <td style="width: 16.6%;">Be accessible</td> <td style="width: 16.6%;">Seek professional and technical advice</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"/> S <input type="checkbox"/> 5</td> <td></td> <td></td> <td></td> </tr> </table>	Demonstrate fair, equitable and consistent behaviour	Be accessible	Seek professional and technical advice				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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**HUMAN RESOURCE OFFICER
Training Needs Assessment Evaluation Form**

Comments:

1. Supervisor's Comments

2. Expectations For The Coming Year/Workplan

**HUMAN RESOURCE OFFICER
Training Needs Assessment Evaluation Form**

3. Employee Goals And Objectives

4. Career Goals

HUMAN RESOURCE OFFICER 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: