

LABOURER
Training Needs Assessment Evaluation Form

Personal/Position Information

Name: _____

Period Covered: _____

Position: _____

Reviewed by: _____

Title: _____

Position Start Date: _____

Community: _____

Region: _____

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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:

- 1 – Needs significant improvement – employee is unable to complete task or perform function in a satisfactory manner even though assistance is routinely provided
- 2 – Needs improvement - employee can complete task or perform function with considerable assistance
- 3 – Satisfactory – employee can complete task or perform function in a satisfactory manner with little or no assistance
- 4 – Very good – employee consistently completes task or performs functions in an above average manner with little or no assistance
- 5 – Outstanding – employee consistently completed task or performs function at a very high level with little or no assistance

Each competency is to be rated as follows:

- 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																							
Community Works Programs	Maintain sanitation system	Pick up refuse from residential buildings, businesses and other facilities as per schedule	Deliver refuse to solid waste site	Conduct pre-operation vehicle check	Keep equipment clean as per Public Health Standards	Assist mechanics with vehicle repair	Follow schedules																		
		P		S	5	P		S	5	P		S	5	P		S	5	P		S	4	P		S	5
Deliver water	Deliver water	Deliver water to residential buildings, businesses and facilities as per schedule	Maintain daily records of delivery	Safely operate water pump system	Clean tank thoroughly as scheduled and/or required	Ensure water tank is full after working hours	Conduct pre-operation vehicle check																		
		P		S	5	P		S	5	P		S	5	P		S	5	P		S	5	P		S	5
		Keep equipment clean as per Public Health Standards	Inform foreman of mechanical problems	Assist mechanics with vehicle repair	Follow schedules	Inform foreman of client concerns	Maintain an inventory control system																		
		P		S	5	P		S	4	P		S	4	P		S	4	P		S	4	P		S	4

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Major Category	Skill	Subskill						
Community Works Programs	Provide sewage services	Pump out septic tanks/sewage systems of residential, business and other buildings and facilities	Maintain records of pick ups	Dispose of sewage as per established standards	Conduct pre-operation vehicle check	Keep equipment clean as per Public Health Standards	Inform foreman of mechanical problems	
		P S 5	P S 4	P S 5	P S 4	P S 4	P S 4	
	Maintain parks, recreation areas and cemeteries	Perform general labourer functions	Assist mechanics with vehicle repair	Ensure vehicle is parked in its proper place after hours	Ensure vehicle is secured to prevent vandalism	Follow schedules	Inform foreman of client concerns	
			P S 3	P S 3	P S 3	P S 3	P S 3	
	Maintain parks, recreation areas and cemeteries	Perform general labourer functions	Maintain recreation areas	Maintain ball fields and open play spaces	Maintain parks	Maintain cemeteries		
			P S 3	P S 3	P S 3	P S 4		
	Maintain parks, recreation areas and cemeteries	Perform general labourer functions	Use hand tools	Use rakes and garden/lawn care tools	Use shovels	Use picks	Use power tools	Use lawn mowers
			P S 4	P S 4	P S 4	P S 4	P S 4	P S 4
	Maintain parks, recreation areas and cemeteries	Perform general labourer functions	Use brush cutters	Maintain roadways	Pick up litter and trash			
			P S 4	P S 4	P S 4			

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Major Category	Skill	Subskill												
Maintain Workplace Safety	Practice workplace health and safety	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Adhere to occupational health and safety regulations</td> <td style="width: 25%;">Safely store chemicals</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	Adhere to occupational health and safety regulations	Safely store chemicals					P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Technical Skills/Qualifications	Possess operational skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Possess mechanical skills to assist with maintenance</td> <td style="width: 16.6%;">Possess ability to cope with noisy equipment</td> <td style="width: 16.6%;">Possess ability to read manuals and instructions</td> <td style="width: 16.6%;">Possess ability to complete basic reports</td> <td style="width: 16.6%;">Possess ability to deal with severe weather conditions</td> <td style="width: 16.6%;">Complete minor carpentry repairs</td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/></td> </tr> </table>	Possess mechanical skills to assist with maintenance	Possess ability to cope with noisy equipment	Possess ability to read manuals and instructions	Possess ability to complete basic reports	Possess ability to deal with severe weather conditions	Complete minor carpentry repairs	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"/>	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"/>
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Human Resource Management	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></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	Work cooperatively with others						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"/>
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Communication	Use effective communication	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Practice listening skills</td> <td style="width: 16.6%;">Speak effectively</td> <td style="width: 16.6%;">Maintain customer service</td> <td></td> <td></td> <td></td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	Practice listening skills	Speak effectively	Maintain customer service				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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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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%;">Motivate self</td> <td style="width: 16.6%;">Demonstrate dependability and accountability</td> <td style="width: 16.6%;">Make decisions</td> <td style="width: 16.6%;">Manage time</td> </tr> <tr> <td>P</td><td>S</td><td>4</td> <td>P</td><td>S</td><td>4</td> <td>P</td><td>S</td><td>4</td> <td>P</td><td>S</td><td>4</td> <td>P</td><td>S</td><td>4</td> <td>P</td><td>S</td><td>4</td> </tr> </table>	Manage stress	Take direction	Motivate self	Demonstrate dependability and accountability	Make decisions	Manage time	P	S	4	P	S	4	P	S	4	P	S	4	P	S	4	P	S	4
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	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Demonstrate willingness to perform alternate duties as required</td> <td style="width: 16.6%;">Demonstrate punctuality</td> <td style="width: 16.6%;">Demonstrate flexibility</td> <td style="width: 16.6%;">Demonstrate organizational abilities</td> <td style="width: 16.6%;">Work with minimal supervision</td> <td style="width: 16.6%;">Meet deadlines</td> </tr> <tr> <td>P</td><td>S</td><td>4</td> <td>P</td><td>S</td><td>4</td> <td>P</td><td>S</td><td>4</td> <td>P</td><td>S</td><td>4</td> <td>P</td><td>S</td><td>4</td> <td>P</td><td>S</td><td>4</td> </tr> </table>	Demonstrate willingness to perform alternate duties as required	Demonstrate punctuality	Demonstrate flexibility	Demonstrate organizational abilities	Work with minimal supervision	Meet deadlines	P	S	4	P	S	4	P	S	4	P	S	4	P	S	4	P	S	4	
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Demonstrate good work habits	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Employ analytical skills</td> <td style="width: 16.6%;">Demonstrate responsibility</td> <td style="width: 16.6%;">Be a team player</td> <td style="width: 16.6%;">Demonstrate honesty</td> <td style="width: 16.6%;">Possess sense of humour</td> <td></td> </tr> <tr> <td>P</td><td>S</td><td>4</td> <td>P</td><td>S</td><td>4</td> <td>P</td><td>S</td><td>4</td> <td>P</td><td>S</td><td>4</td> <td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>	Employ analytical skills	Demonstrate responsibility	Be a team player	Demonstrate honesty	Possess sense of humour		P	S	4	P	S	4	P	S	4	P	S	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</td><td>S</td><td>4</td> <td>P</td><td>S</td><td>4</td> <td>P</td><td>S</td><td>4</td> <td>P</td><td>S</td><td>4</td> <td></td><td></td><td></td><td></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	S	4	P	S	4	P	S	4	P	S	4							
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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%;">Separate personal and professional life</td> <td style="width: 16.6%;">Pursue personal and professional development</td> <td style="width: 16.6%;">Demonstrate patience</td> <td style="width: 16.6%;">Maintain a positive attitude</td> </tr> <tr> <td>P</td><td>S</td><td>4</td> <td>P</td><td>S</td><td>4</td> <td>P</td><td>S</td><td>4</td> <td>P</td><td>S</td><td>4</td> <td>P</td><td>S</td><td>4</td> <td>P</td><td>S</td><td>4</td> </tr> </table>	Accept change	Adapt to situations	Separate personal and professional life	Pursue personal and professional development	Demonstrate patience	Maintain a positive attitude	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									

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Comments:

1. Supervisor's comments

2. Expectations for the coming year/workplan

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3. Employee goals and objectives

4. Career Goals

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5. Recommended training

6. Employee Comments

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