

ANNEX E
BEHAVIOURAL ASSESSMENT TEMPLATE

DATE		TRAINING WEEK	
LOCATION		EMPLOYEE JOB TITLE	
TRAINER NAME		EMPLOYEE NAME	

Trainer Guidelines for Completion

This form is to be completed by the trainer weekly to assess the participation and performance of employees during learning events. This form is only to be used for learning events which stipulate it as a requirement in the course Lesson Plan. Select the appropriate rating and provide a summary of performance; referring to competency standards where appropriate.

1) Interest in completing tasks: The degree to which the employee participates in the learning.

1	Developing Performance Shows little enthusiasm for assigned tasks, frequently delivering unacceptable results
2	Good Performance Enthusiastic about their assignments/tasks, performs to good standard
3	Superior Performance Displays enthusiasm for work that is beyond that expected; proactively seeks new tasks and responsibilities
	Not Observed

2) Ability to Learn: The extent to which the employee becomes proficient with job duties and work processes.

1	Developing Performance Sometimes slow to become proficient at new tasks or work processes
2	Good Performance Quick to become proficient at new tasks
3	Superior Performance Exceeds expectations in the complexity and difficulty of work they are able to successfully complete
	Not Observed

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3) Quality of Work: The ability of the employee to set high standards for own personal performance, strive for quality work and put extra effort to ensure quality work.

1	Developing Performance Work does not meet expectations, has more than the expected number of errors
2	Good Performance Work is usually very thorough and well done, with few errors
3	Superior Performance Work is always very thorough and excellent quality, few if any errors
	Not Observed

4) Teamwork: The degree to which the employee works well in a team setting.

1	Developing Performance Sometimes uncooperative; or experiences difficulty relating to others
2	Good Performance Frequently cooperative, good team worker
3	Superior Performance Consistently cooperative, proactively seeks to improve working relationships
	Not Observed

5) Dependability: The manner in which the employee conducts his or herself in the learning environment.

1	Developing Performance Displays an inconsistent work ethic and does not always report on time or has attendance issues
2	Good Performance Displays a strong work ethic and is present in a reliable and timely manner
3	Superior Performance Displays an excellent work ethic and sets example for others
	Not Observed

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6) Response to Instruction: The manner in which the employee responds to direction and constructive criticism.

1	Developing Performance Sometimes disregards direction and feedback from trainer
2	Good Performance Integrates feedback from trainer into their work to improve productivity & efficiency
3	Superior Performance Takes the initiative to follow through on all feedback from trainer to continually improve upon their daily tasks and approach to work
	Not Observed

7) Interpersonal Communication: The extent to which the employee effectively listens, conveys, and receives ideas, information, and direction.

1	Developing Performance Displays inconsistent listening skills and is reluctant to seek input from others
2	Good Performance Interactions with others demonstrate acceptable listening skills and ability to sometimes seek the opinions, ideas, and expertise of others
3	Superior Performance Interactions with others demonstrate exceptional active listening skills and the ability to proactively seek the opinions, ideas, and expertise of others
	Not Observed

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Overall comments and areas of strengths and improvements

Overall Average Rating

[] Excellent Performance (3.0)

- The employee has exceeded all performance expectations in respect to output, quality standards, delivery of goals and assignments.

[] Very Good Performance (≥2.5)

- The employee has met all and exceeded some performance expectations in respect to output, quality standards, delivery of goals and assignments.

[] Good Performance (≥2.0)

- The employee meets performance expectations in respect to output, quality standards, delivery of goals and assignments.

[] Unsatisfactory Performance (≤1.9)

- The employee has not met the performance expectations in respect to output, quality standards, delivery of goals and assignments.

Grading Scale

Category	Excellent Performance (3.0)	Very Good Performance (≥2.57)	Good Performance (≥2.0)	Unsatisfactory Performance (≤1.99)
1	3.00	3.00	2.00	2.00
2	3.00	3.00	2.00	2.00
3	3.00	3.00	2.00	2.00
4	3.00	3.00	2.00	2.00
5	3.00	2.00	2.00	2.00
6	3.00	2.00	2.00	2.00
7	3.00	2.00	2.00	1.00
Average	3.00	2.57	2.00	1.86

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