

Business system

PERFORMANCE REVIEW : TRAINER / ASSESSOR

This review is completed by hand/ under the allocated performance level. If review is completed electronically, delete performance levels that do NOT apply, leaving one in each line.
The completed document (and for field) is the person's personnel file. If an area is not applicable, delete it.

Name: _____ Reviewer: _____ Date: _____

Area	Unsatisfactory	Satisfactory	Good	Very good	Outstanding
Training Effectiveness as a trainer (Please consult any Trainer Observations for this person since the last review).	Performance and/or behavior fell short of the required standard.	Performance is good, areas that the requirements of the position.	Consistent and sustained performance exceeded expectations in some areas.	Consistent and sustained performance exceeded expectations in many areas.	Consistently exceeded expectations and earned recognition by others internal or external to the organization.
Assessment Effectiveness as an assessor (Please consult any Assessor Observations for this person since the last review).	Performance and/or behavior fell short of the required standard.	Performance is good, areas that the requirements of the position.	Consistent and sustained performance exceeded expectations in some areas.	Consistent and sustained performance exceeded expectations in many areas.	Consistently exceeded expectations and earned recognition by others internal or external to the organization.
RTQ Quality Framework prk Contribution to effectiveness of quality system.	Performance and/or behavior fell short of the required standard.	Consistently earned out responsibilities according to organizational procedures.	Consistently earned out responsibilities according to organizational procedures.	Contributed significantly to the effectiveness of the system through their consistent out efforts.	Consistently exceeded expectations and helped make improvements in the system.
Professional development Committed to own competence (Please consult RC record for this person since last reviewed).	Very little/no evidence of continuing/professional development as a trainer/assessor.	Satisfactory commitment to own development as a trainer/assessor.	Consistent and sustained commitment to own development as a trainer/assessor.	Committed to own development has resulted in observable improvements training and/or assessment practice.	Commitment to own development has resulted in significant observable improvements in training and/or assessment practice.
Professional development preferences for following year (Circle together).					
Reviewer signature and optional general comment					
Trainer/Assessor signature and optional general comment					

Performance Review Trainer Assessor Chalkport

G Thomas



Performance Review Trainer Assessor Chalkport:

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