

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.
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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.
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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 in 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's signature and optional general comment					
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