



**Page Two – Additional Comments & Instructions**

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**Officer's Comments:**

What factor[s] contributed to your performance? \_\_\_\_\_

What factor[s] hindered your performance? \_\_\_\_\_

Other Comments: \_\_\_\_\_

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**Supervisor's Comments:**

How could the Officer do the Job better? \_\_\_\_\_

Recommendations for future involvement or promotion: \_\_\_\_\_

Other Comments: \_\_\_\_\_

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<b>Performance Areas:</b>	<b>Assessment Criteria:</b>
1. Knowledge of Position and Job	Possesses the information concerning duties and responsibilities to perform assignments competently.
2. Plans, Prioritizes and Organizes Work	Plans work to achieve Division/Area goals; prioritizes and organizes tasks to ensure goals are met.
3. Quality of Work	Maintains high standards, takes pride in work and volunteering.
4. Team Player	Cooperates with others to meet goals; promotes unity and trust with members.
5. Provides Direction and Support	Provides leadership through coaching, training and/or development activities.
6. Adaptability/Flexibility	Adapts to change, new methods and demonstrates judgment under stress.
7. Interpersonal Skills	Positively relates to other members; understands sensitive issues and is effective in dealing with individuals and groups
8. Communication Skills	Clearly expresses ideas and concepts; encourages two-way communication and shares information. Gives effective presentations.

**Completion Instructions:**

Once the appraisal form is completed, one copy is provided to the Officer, one copy sent to the Brigade Headquarters, Attention: Director of Volunteer Services.

**If the Officer's Performance is considered UNSATISFACTORY, it is recommended that the full Appraisal Form in *St. John Canada Instructions, 2-9-2, Annex A* be used.**