



**SINGLE RESOURCE
PERFORMANCE EVALUATION**

INSTRUCTIONS:
See reverse side for completion instructions

TO BE COMPLETED BY THE EMPLOYEE

EMPLOYEE NAME:	INCIDENT # / COMPLEX NAME		# OF DAYS EACH FIRE STAGE / TYPE				
				Uncontrolled	Controlled		
WORK ADDRESS:	INCIDENT GEOGRAPHIC LOCATION		Type	IA	SA	MU	P
			1				
			2				
POSITION FILLED	START / END DATE: yyyy / mm / dd	CERTIFIED / NOT CERTIFIED / UNDER IMP.		3			
				4			

WORK PERFORMANCE RATINGS

Performance Indicators: (see reverse for descriptors)	Enter Rating (see back)	COMMENTS: (please provide detailed comments reflecting the descriptors on the back page)
Safety		
Leadership		
Communication skills		
Meeting daily objectives		
Personal organization		
Cost effective use of resources		
Ability to plan for and resolve urgent situations		
Financial and administrative accountability		
Competency / suitability for the position filled		

OVERALL PERFORMANCE / GENERAL COMMENTS:

Please also provide comments on min. - max. # of personnel, aircraft and heavy equipment supervised by the individual during the incident.

INCIDENT SUPERVISOR:

EMPLOYEE:

NAME	WORK PHONE #	COMMENTS	
ADDRESS	SUPERVISOR'S POSITION		
INCIDENT SUP. SIGNATURE	DATE SIGNED YYYY/MM/DD	EMPLOYEE SIGNATURE	DATE SIGNED YYYY/MM/DD
HOME SUPERVISOR: Review and Signature:	ENTERED INTO TP-Signature		DATE ENTERED YYYY/MM/DD

INSTRUCTIONS

This form is to be completed by the employee's direct incident supervisor, or other qualified individuals such as ZWCOs or Agency Representatives who have had the opportunity to evaluate the employee's actions. The intent of this form is to provide feedback to employees, officially and accurately record incident experience, and identify possible shortfalls in training and experience levels.

Detailed comments are critical to the value of this evaluation, please take the time to ensure it's completed in full.

INCIDENT LOCATION:

Write geographic location of incident

CERTIFIED / NOT CERTIFIED / UNDER IMPLEMENTED:

Indicate current certification status

OF DAYS AT EACH FIRE STAGE / TYPE:

IA= Initial Attack SA= Sustained Action MU=Mop Up P=Patrol

WORK PERFORMANCE RATINGS:

Use the following descriptors to provide an assessment of the Performance Indicators below.

ME - Meets Expectations: Meets the requirements for the position. Work is performed as well as most others. If issues exist, they are minor in nature and do not detract from overall performance.

DME - Did Not Meet Expectations: Errors or omissions were made which required considerable input from other personnel. Objectives achieved with difficulty or not met. Performed in a non-professional manner.

NT - Needs Training: This rating is usually used in the case where the person being rated is not certified for the position which they were performing.

NR - Not Rated: This performance indicator was not rated, as it was not related to the position being evaluated.

NE - Needs Experience: To be used in the case where a person being rated is not certified or, where in the opinion of the supervisor, the person being rated is simply lacking in experience.

PERFORMANCE INDICATORS

Safety: Evaluate personal safety habits, attitude, knowledge of relevant Worksafe BC requirements, as well as WMB safe work practices. Did he/she implement necessary measures to ensure all applicable Safe Work Standards were adhered to and promote a safety conscious environment?

Leadership: Assess person's performance as a team player looking at interaction with supervisor, peers, subordinates. Did he/she set a good example and provide clear direction to subordinates?
Evaluate decisiveness and initiative.

Communication Skills: Was this person able to clearly communicate information with fireline peers, subordinates and supervisor? Were they open to feedback and critique from others?

Meeting Daily Objectives: How effective was the person in meeting the daily objectives for their section as outlined in the Incident Action Plan?

Personal Organization: Evaluate person's ability to maintain a sense of organization in the day to day operations.

Cost effective use of resources: Were resources under control of this person utilized in an appropriate, efficient and cost effective manner? Was a cost-benefit approach a primary consideration in this person's decisions?

Ability to plan for / resolve urgent situations: Was this person able to foresee urgent situations and establish contingency plans? Was he/she able to react safely and effectively to rapidly changing circumstances?

Financial and administrative accountability: Has the F & A section of the employee's Demob Form been signed off? Were the financial accountabilities of this position fulfilled accurately, timely and cost effectively as per the position's *financial checklist* in the *Incident Management Guidelines*? Has the individual completed all of the *Performance Evaluations* for those reporting to them?
Have all Overtime Diaries (including those of the individual) been reviewed and signed off?

Competency / Suitability for the position filled: Was the person well suited for the position they were filling? Were you confident in their ability to perform their required duties?

OVERALL PERFORMANCE / GENERAL COMMENTS:

Use for all other comments and feedback. Provide further detail on anything not addressed in the Work Performance Rating section. In lieu of comments on resources supervised, please attach an Organizational Chart from the incident that would reflect the same.

DISTRIBUTION OF WHITE ORIGINAL COPY:

If Evaluator is WMB staff:

Evaluator (person that completed the form) distributes to:

Fire Centre SPO -Ops (for Zone, FC, TEAMS, Stat Hire staff) **PWCC Operations** (for Type 1 IMTs, HQ or PWCC staff)

Forms are then scanned/emailed or faxed to the employee's Home Supervisor

Home Supervisor reviews, signs and returns to employee for input to Training Partner

If a negative evaluation: Home Supervisor inputs to Training Partner

If Evaluator is NON-WMB staff:

In Province - routing is the same as above, but more diligence required by the employee to keep their copy

Out of Province: AREPs collect evaluations and distribute as above