

INSTRUCTIONS
THIS PERFORMANCE EVALUATION IS FOR ALL CONTRACTORS IN BRITISH COLUMBIA.

This form is intended to be completed by direct supervisors but can also be filled out by other qualified individuals such as ZWCOs, Agency Representatives or Incident Commanders who have had an opportunity to observe the performance. The intent of this evaluation is to provide feedback for resources regarding their performance to sustain good work practices and correct any weaknesses. It should not be used to address immediate safety concerns, ongoing performance issues, or as a disciplinary tool.

A. Resource Type: Write the Type of Resource: Type 2 Fire Crew Services, Type 3 Fire Crew Services, Structure Protection Services, First Aid Services, Falling and Danger Tree Assessing Services, Security Services, Specialist Services, or Other.
B. Dates on Incident: Date started and finished on the incident, include total number of days.

C. Resource Evaluation: Provide an assessment of the factors below. Please justify all ratings with comments.

9-10	Consistently works to the highest standard. A model of what can be done, reserved for the most exemplary of resources on complex and challenging incidents. Rarely awarded except in extenuating circumstances.
7-8	Exceeds requirements of the job. Work is done better than most others. If issues exist, they are minor in nature and do not detract from the overall performance.
5-6	Meets the requirements of the job. Work is done as well as most others. If issues exist, they are not severe in nature and do not significantly detract from the overall performance.
0-4	Less than expected and inconsistent. Examples of weak work that detract from overall performance. Please document all issues.

Rating Components:

- 1) **Safety:** All resources are expected to maintain and promote a culture of safety and adhere to all safe work practices and directives. Did this resource demonstrate safe work practices?
- 2) **Operational Proficiency:** All resources are expected to be proficient in all assigned tasks including, but not limited to, fire assessment, planning, working with aircraft or heavy equipment, guard construction, fuel free construction, ignitions, mop up and patrol. Did the resource display an adequate level?
- 3) **Administrative Accountability:** Were the Financial, Planning and Logistical accountabilities of this position fulfilled accurately, timely and cost effectively (ie. Time Reports, First Aid Reports, Danger Tree Assessment Cards, Mapping, Notebooks, Photos)? Has the resource completed all the Performance Evaluations for those reporting to them? Have all Time Diaries/Reports (including own) been reviewed and signed off?
- 4) **Day to day Organization:** Evaluate the person's ability to maintain a sense of organization in day to day operations. Did they consistently show up in a timely manner, prepared and organized to work?
- 5) **Ability to plan for and resolve urgent situations:** Was this resource able to foresee urgent situations and establish contingency plans? Were they able to react safely and effectively to rapidly changing circumstances? Evaluate decisiveness and initiative.
- 6) **Communications and Leadership:** Assess resource's performance as a team player looking at interaction with supervisor, peers, subordinates. Did they set a good example and provide clear direction to subordinates? Was this person able to clearly communicate information with fire line peers, subordinates and supervisor? Were they open to feedback and critique from others?
- 7) **Physical Fitness** All resources are expected to be physically fit for the rigours of firefighting. Did this resource display an adequate level of fitness for the assigned task?
- 8) **Productivity/Ability to Meet Daily Objectives:** How effective was this resource in meeting the daily objectives for their role? Were they prepared to work on a consistent basis?
- 9) **Suitability for the position:** Was the resource suited for the position? Were you confident in their ability to perform their required duties?
- 10) **Conduct and Professionalism:** Was the resource cognizant of the fact that they are perceived as always representing the BC Wildfire Service? Did the resource display appropriate conduct, while at work and off-duty? Did the resource adhere to the Standards of Conduct and were they Fit for Duty at all times?

D. Final Rating: Total the scores given for each Rating Factor to a maximum of 100. If some categories are not rated, add up the scores given and divide by the number of categories rated. *Apply this number to the unrated sections.*

E. General Comments, Overall Performance, and Recommendations: The purpose of the comments section is to ensure that all fire line operations are conducted in a safe and effective manner. Wherever possible, shortfalls or concerns should be addressed immediately at the time they are identified. Any documentation in the comments section should address how they were corrected on site or include a comment on how to address them in the immediate future and be followed up with the supervisor or the employees who are involved to ensure that prompt and appropriate follow up action is taken to rectify any identified issues.

80-100. Exceeds Expectations: Consistently works to the highest standard. Work is a model of what can be done. Reserved for the most exemplary of resources.

60-79. Satisfactory: Meets the requirements of the job. Work is adequate for effective performance. If issues exist, they are minor in nature and do not detract from overall performance.

0-59. Needs Improvement: Less than expected, inconsistent. Examples of weak work that detracts from their overall performance.

Filing & Review:

- White – Mailed to Fire Centre → Emailed to CWS Contracts to store on Contract File
 - Hard copy provided to Logistics Section to review and destroy at year end
 - Copies ARE NOT to be kept in Incident or Fire Centre files

Green – Given to Contractor Representative