**Assessment - Data Specialist Promotion to Introductory Level**

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| Name: Click or tap here to enter text. | Section: Click or tap here to enter text. |
| Competition: Click or tap here to enter text. | Date of Event: Click or tap here to enter text. |
| Type of Competition: Click or tap here to enter text. | Location: Click or tap here to enter text. |
| Position Assigned: Click or tap here to enter text. | Assessor’s Name: Click or tap here to enter text. |

Please assess this individual’s performance carefully with reference to **expectations** of this level. This form will be used to assist in determining the individual’s readiness for appointment to this level. Your honest and independent assessment is an important component of the deliberations of the Section Data Specialists committee. Please use the scale (ME = Meets Expectations, NI = Needs Improvement, NFP = Not Ready For Promotion to the level being sought) and the attached rubric for your assessment (if available). Do not assess each individual expectation rather the larger criteria, as a whole. If the candidate receives an NI or NFP, then you must state in your comments the specific areas that the candidate needs to improve on and the expectation. There is also an opportunity to comment on specific strengths exhibited. Please restrict comments to the expectations. This form is to be returned to the candidate and will be included in their personal appointment workbook. Thank you for your assistance!

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|  | **ME** | **NI** | **NFP** | **NA** |
| **1. Technical Knowledge and Skills** | | | | |
| * Rules   + Expectations:     - Knowledge of appropriate rules and technical requirements as listed in Data Specialist Manual |  |  |  |  |
| * Skills   + Expectations     - Ability to grasp new tasks.     - Ability to apply knowledge to practical use     - Ability to effectively troubleshoot issues as they arise.     - Ability to perform tasks in a timely and accurate fashion |  |  |  |  |
| * Data Room   + Expectations:     - Ability to complete all needed paperwork     - Ability to verify results     - Ability to perform manual calculations |  |  |  |  |
| Strengths/Areas for Improvement:  Click or tap here to enter text. | | | | |
| **2. Communication** | | | | |
| * Expectations:   + Interacts well with others, team player.   + Participates in discussions freely   + Ability to explain key ideas, processes, needs to others |  |  |  |  |
| Strengths/Areas for Improvement:  Click or tap here to enter text. | | | | |
| **3. Deportment** | | | | |
| * Attitude/Behaviour   + Expectations:     - Acts in accordance with Skate Canada Code of Ethics     - Acts in accordance with General Duties of Officials in Rule Book     - Acts in a respectful and professional manner when interacting with others at all times including difficult or challenging situations     - Ability to accept positive feedback on work and direction |  |  |  |  |
| * Confidentiality of Information   + Expectations:     - Applies discretion as appropriate when discussing results.     - Respectful of skater’s, officials’ and coaches’ personal information. |  |  |  |  |
| * Dress Code and use of electronic communication devices   + Expectations:     - Dresses in a professional manner as determined by Chief Data Specialist     - Refrains from use of electronic communication devices while on the officials stand |  |  |  |  |
| Strengths/Areas for Improvement:  Click or tap here to enter text. | | | | |



Assessor’s Signature

Click or tap here to enter text.

Position at Competition

Click or tap here to enter text.

Level of Assessor