**REGIONAL CADET SUPPORT UNIT (NORTHWEST)**

**MERIT REVIEW BOARD EVALUATION**

|  |
| --- |
| **BLOCK 1 – CORPS/SQUADRON IDENTIFICATION** |
| CORPS/SQUADRON | LOCATION | DATE OF COMPLETION |
| **2295 RCACC** | **Winnipeg** |  |

|  |
| --- |
| **BLOCK 2 – CADET IDENTIFICATION** |
| NAME | RANK | DOB |
|  |  |  |

|  |
| --- |
| **BLOCK 3 – MERIT REVIEW BOARD MEMBER IDENTIFICATION** |
| NAME | RANK | SERVICE NUMBER / ID |
|  |  |  |

|  |
| --- |
| **Direction for Completion**The Merit Review Board Evaluation is an opportunity for Commanding Officers, working with their Merit Review Board members, to evaluate their senior cadet leadership within the Corps/Squadron.**Step 1 (Prior to interviews):** * Obtain a copy of the cadet’s file, including an updated print-out of their Fortress Cadet Identification Card

**Step 2 (Prior to interviews):*** Each member of the Merit Review Board must complete Block 1
* Each member of the Merit Review Board must complete Block 2
* Each member of the Merit Review Board must complete Block 3
* Each member of the Merit Review Board must complete Block 4A, by choosing the correct word picture in the attached rubric, without portraying a better or worse picture of the cadet being evaluated than actually exists. The goal of this tool is to help a corps/squadron provide valuable feedback to their senior cadets, with a view to the cadets’ long-term success, as well as to aid in identifying the top rated cadet for upcoming promotion. (If a matter of concern is identified during the file review as part of Block 4a, cadets may be asked during the interview phase (Step 3) to comment on and/or provide clarification and/or amplifying information to assist in the accurate scoring of Block 4a.)

**Step 3 (Conduct interviews):*** The Chairperson of the Merit Review Board must give each cadet the same initial instructions
* Each member of the Merit Review Board must complete Block 4B, by observing the cadet’s dress and deportment; and Block 4C, by asking each cadet the same questions and choosing the correct word picture in the attached rubric, without portraying a better or worse picture of the cadet being evaluated than actually exists. The goal of this tool is to help a corps/squadron provide valuable feedback to their senior cadets, with a view to the long-term success of the cadet, as well as to aid in identifying the top rated cadet for upcoming promotion.

**Step 4 (Post interviews):*** Once Steps 1 through 3 are complete for all eligible cadets, each member of the Merit Review Board will score and rank each cadet
* Once each cadet has been scored and ranked by each member of the Merit Review Board, all members of the Merit Review Board shall discuss their individual rankings to determine a collective assessment. Ideally, through deliberation, the board will achieve consensus; however, this is not absolutely required. The role of the board is ultimately to ensure that the procedures and protocols are followed, and that all cadets are treated fairly and equitably through the process.
* Once the Merit Review Board has completed their deliberation, their findings (majority view and any dissenting positions) will be presented to the CO
* If the CO and Merit Review Board disagree on a specific cadet’s assessment or on the identification of the top rated cadet, it must be discussed between them. Ideally, through deliberation, the CO and the Merit Review Board will achieve consensus; however, this is not absolutely required, as the CO is the authority for promotion. However, if no agreement is reached, the CO will report identification of the top rated cadet, along with any disagreement, to the ACO. This is in no way intended to undermine the authority of the CO, but rather to protect the CO by ensuring the final decision is ethical and will withstand scrutiny should a cadet, parent or other individual file a complaint.

**Step 5 (Prior to Promotion):*** The applicable ACO must be advised two-weeks in advance of all promotion(s)
* All cadets that have gone through the merit review board process must be interviewed and informed of areas of strength and areas requiring improvement (if any); and must be provided a copy of each member of the Merit Review Board’s evaluation sheet
 |

|  |
| --- |
| **BLOCK 4A – FILE REVIEW** |
|  | **NOT APPLICABLE / CRITICALLY ADVERSE****0 or -5** | **LOW****1** | **BELOW AVERAGE****2** | **AVERAGE****3** | **ABOVE AVERAGE****4** | **OUTSTANDING****5** |
| Attendance |  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| Academic Review of corps/sqn training |  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| Review of CTC or other training venue course reports  | **[ ]** **-5** | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| Pertinent positive and/or negative disciplinary notes on file |  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| Corps/sqn awards | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| Regional or National honours and awards | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| Qualifications, including Band, Marksmanship, Civilian etc | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| Participation in Regionally Directed Activities (I.E. Survivair) | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |

|  |
| --- |
| **BLOCK 4B – Dress** |
|  | **NOT APPLICABLE / CRITICALLY ADVERSE****0** | **LOW****1** | **BELOW AVERAGE****2** | **AVERAGE****3** | **ABOVE AVERAGE****4** | **OUTSTANDING****5** |
| Uniform Assessment | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |

|  |
| --- |
| **BLOCK 4C – RESPONSE TO QUESTIONS** |
|  | **NOT APPLICABLE / CRITICALLY ADVERSE****0** | **LOW****1** | **BELOW AVERAGE****2** | **AVERAGE****3** | **ABOVE AVERAGE****4** | **OUTSTANDING****5** |
| Response to General Knowledge Question | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| Response to Administrative Knowledge Question | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| Response to Leadership Question | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| Response to Response to Situation Question (1) | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| Response to Response to Situation Question (2) | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |

|  |
| --- |
| **BLOCK 5 – TOTAL** |
|  | **NOT APPLICABLE / CRITICALLY ADVERSE****0 or -5** | **LOW****1** | **BELOW AVERAGE****2** | **AVERAGE****3** | **ABOVE AVERAGE****4** | **OUTSTANDING****5** |
| Running Total | LPS -5 | HPS 14 | HPS 28 | HPS 42 | HPS 56 | HPS 70 |
| Grand Total | HPS 70 |

|  |
| --- |
| **BLOCK 6 – REPORTING OFFICER’S NARRATIVE COMMENTS** |
|  |
| **REPORTING OFFICER** |  | **SIGNATURE** |  | **DATE** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Distribution** | **(1) Unit** | **(2) ACO** | **(3) Cadet** |

|  |
| --- |
| **BLOCK 4A – FILE REVIEW** |
| **NOT APPLICABLE /**  | **LOW** | **BELOW AVERAGE** | **AVERAGE** | **ABOVE AVERAGE** | **OUTSTANDING** | **COMMENTS** |
| **CRITICALLY ADVERSE** | **1** | **2** | **3** | **4** | **5** |  |
| **Attendance** |
|  | Less than 80% attendance over the past 2 years | 80% or better attendance over the past 2 years | 85% or better attendance over the past 2 years | 90% or better attendance over the past 2 years | 95% or better attendance over the past 2 years |  |
| **Academic Review of Corps/Sqn training** |
|  | Has successfully completed at least Phase 4 / Gold Star / Proficiency Level 4**, at baseline proficiency, with** enhanced proficiency in leadership and instructional techniques | Has successfully completed at least Phase 4 / Gold Star / Proficiency Level 4**, at enhanced proficiency in all areas** | Has successfully completed at least Phase 5 / Master / Proficiency Level 5**, at baseline proficiency** | Has successfully completed at least Phase 5 / Master / Proficiency Level 5**, at baseline proficiency, with** enhanced proficiency in leadership and instructional techniques | Has successfully completed at least Phase 5 / Master / Proficiency Level 5, at enhanced proficiency in all areas |  |
| **Review of CTC or other Trg Venue Course Reports** |
| Have been RTU'd for Disciplinary reasons **(-5 points)** | Has never been to CTC | Attended CTC; however, has academically failed one CTC Course, or been medical or voluntary RTU'd | Passed all CTC Courses | Passed all CTC Courses and displayed strength in at least one CTC Course, and/or has completed successful employment as a Staff Cadet | Displayed Strength in two or more CTC Courses, and/or has completed successful employment as a Staff Cadet |  |
| **Pertinent positive and/or negative disciplinary notes on file** |
|  | Two or more negative notes on file | At least one negative note on file | No pertinent positive and/or negative disciplinary notes on file | At least one positive note on file | Two or more positive notes on file |  |
| **Corps/Sqn awards**  |
| No Corps/Sqn awards granted over their cadet career | One Corps/Sqn award granted, over their cadet career | Two Corps/Sqn awards granted, over their cadet career | Three Corps/Sqn awards granted, over their cadet career | Four Corps/Sqn awards granted, over their cadet career | Five or more Corps/Sqn awards granted, over their cadet career |  |
| **Regional or National honours and awards** |
| No other awards granted | one other award granted | Two other awards granted | Three or more other awards granted | Three or more other awards granted, with distinction in at least one (medals, commendations, etc) | Three or more other awards granted, with distinction in two or more |  |
| **Qualifications, including Band, Marksmanship, Civilian etc** |
| No Qualifications | One Qualification | Two Qualifications | Three or more Qualifications | Three or more Qualifications, with distinction in at least one (e.g., Distinguished Marksman, level 5 musician, etc) | Three or more Qualifications, with distinction in two or more |  |
| **Participation in Regionally Directed Activities (RDAs)** |
| No participation at RDAs over the past 2 years | Participation on at least one RDA over the past 2 years | Participation on at least two RDAs over the past 2 years | Participation on at least three RDAs over the past 2 years | Participation on at least three RDAs over the past 2 years, with distinction in at least one (top placement, commendations, etc) | Participation on at least three RDAs over the past 2 years, with distinction in two or more |  |

|  |
| --- |
| **BLOCK 4B – ATTITUDINAL & POTENTIAL** |
| **NOT APPLICABLE /**  | **LOW** | **BELOW AVERAGE** | **AVERAGE** | **ABOVE AVERAGE** | **OUTSTANDING** | **COMMENTS** |
| **CRITICALLY ADVERSE** | **1** | **2** | **3** | **4** | **5** |  |
| **Dress and Deportment** |
| No uniform | Incomplete uniform IAW applicable Dress CATO, with two or more faults | Complete uniform IAW applicable Dress CATO, with no more than one identified faults | Complete uniform IAW applicable Dress CATO,, with polished boots, badges sewn on correctly, proper haircut/personal grooming, and practices military protocol & courtesy | Complete uniform IAW applicable Dress CATO, with distinction in at least one area (e.g.. highly shone boots, sharp creases, etc) | Complete uniform IAW applicable Dress CATO, with distinction in two or more areas |  |
| **BLOCK 4C – RESPONSE TO QUESTIONS (Different set of questions should be asked to CPO2, MWO, WO2 candidates and CPO1, CWO, WO1 candidates)** |
| **NOT APPLICABLE /**  | **LOW** | **BELOW AVERAGE** | **AVERAGE** | **ABOVE AVERAGE** | **OUTSTANDING** | **COMMENTS** |
| **CRITICALLY ADVERSE** | **1** | **2** | **3** | **4** | **5** |  |
| **Response to General Knowledge Question** |
| Did not answer | Incorrectly answered the question &/or tried to guess, or required significant prompting to solicit correct answer | Correctly answered the question with some hesitation, inconsistency, or incompleteness, or required some prompting to solicit correct or complete answer | Correctly answered question in a clear and concise manner | Correctly answered question in a clear and concise manner and their thought process is consistent with the questions asked | Correctly and confidently answered question in a clear and concise manner and thought process is consistent with the question asked and where applicable personifies a team / unit before self attitude |  |
| **Response to Administrative Knowledge Question** |
| Did not answer | Incorrectly or answered the question & tried to guess, or required significant prompting to solicit correct answer | Correctly answered the question with some hesitation, inconsistency, or incompleteness, or required some prompting to solicit correct or complete answer | Correctly answered question in a clear and concise manner | Correctly answered question in a clear and concise manner and their thought process is consistent with the questions asked | Correctly and confidently answered question in a clear and concise manner and thought process is consistent with the question asked and where applicable personifies a team / unit before self attitude |  |
| **Response to Leadership Question** |
| Did not answer | Incorrectly or answered the question & tried to guess, or required significant prompting to solicit correct answer | Correctly answered the question with some hesitation, inconsistency, or incompleteness, or required some prompting to solicit correct or complete answer | Correctly answered question in a clear and concise manner | Correctly answered question in a clear and concise manner and their thought process is consistent with the questions asked | Correctly and confidently answered question in a clear and concise manner and thought process is consistent with the question asked and where applicable personifies a team / unit before self attitude |  |
| **Response to Response to Situation Question (1)** |
| Did not answer | Incorrectly or answered the question & tried to guess, or required significant prompting to solicit correct answer | Correctly answered the question with some hesitation, inconsistency, or incompleteness, or required some prompting to solicit correct or complete answer | Correctly answered question in a clear and concise manner | Correctly answered question in a clear and concise manner and their thought process is consistent with the questions asked | Correctly and confidently answered question in a clear and concise manner and thought process is consistent with the question asked and where applicable personifies a team / unit before self attitude |  |
| **Response to Response to Situation Question (2)** |
| Did not answer | Incorrectly or answered the question & tried to guess, or required significant prompting to solicit correct answer | Correctly answered the question with some hesitation, inconsistency, or incompleteness, or required some prompting to solicit correct or complete answer | Correctly answered question in a clear and concise manner | Correctly answered question in a clear and concise manner and their thought process is consistent with the questions asked | Correctly and confidently answered question in a clear and concise manner and thought process is consistent with the question asked and where applicable personifies a team / unit before self attitude |  |