

Date	Appeal Number

COMPETENCY ASSESSMENT FOR:			
<input type="checkbox"/> Observation	<input type="checkbox"/> Review	<input type="checkbox"/> Panel Member	<input type="checkbox"/> Panel Chair
CONDUCTED BY:			
<input type="checkbox"/> Tribunal Chair	<input type="checkbox"/> Vice Chair	<input type="checkbox"/> Mentor	

TO BE COMPLETED BY TRIBUNAL CHAIR	
Reappoint?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> • Comments <div style="border: 1px solid #ccc; height: 150px; margin-top: 5px;"></div>	
Assign as Mentor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> • Comments <div style="border: 1px solid #ccc; height: 150px; margin-top: 5px;"></div>	

INTRODUCTION

The Employment and Assistance Appeal Tribunal has engaged in a number of initiatives to strengthen member skills relative to the work performed on behalf of the Tribunal. The Code of Conduct established the rules of conduct governing the professional and ethical responsibilities of Tribunal members based on the fundamental principle of a fair hearing and the requirement of independence in adjudicative decision-making. The Code of Conduct establishes the competencies that would enable members to meet the high service expectations of the public.

The Competency Assessment assists members to analyze skills and abilities and develop learning and development plans based on the competencies identified in the Code of Conduct. This tool will also be used to provide objective information on member competency in order to make recommendations for reappointment.

The Tribunal wishes to acknowledge the contribution of its members in developing both the Code of Conduct and the Competency Assessment, as well as acknowledging both the Justice Studies Board for its outstanding work in developing a competency framework for members of administrative tribunals and the work done by the Property Assessment Review Board in this area.

EVALUATION FRAMEWORK

The Competency Assessment is based on five core elements:

- 1. Legislation and Practices and Procedures**
- 2. Conduct of Hearing**
- 3. Evidence**
- 4. Decision Making**
- 5. Decision Writing**

These sections are laid out sequentially to the hearing process to make for easier observation by the member assisting with the review. The only exception to a member performing the review is Competency #5: Decision Writing. This section will be completed by the Tribunal Chair for panel chairs. Each core element lists a number of competencies. A competency can be defined as a learned skill which can be accessed through observation of performance. Each competency has one or more performance indicators – specific actions that can be observed as evidence that the competence is demonstrated. While some competencies are expected to be demonstrated by both panel chairs and panel members, others are expected to be demonstrated by the panel chair only and this division is clearly indicated. As well, not all competencies or performance indicators may be demonstrated or observed in every hearing.

USE OF THE COMPETENCY ASSESSMENT

This tool can be used by members as a self-evaluative tool to identify competencies and where skills would be enhanced by additional learning. This tool will also be used to provide objective information on member competency for reappointments and, on request, for references.

A SELF-EVALUATIVE TOOL

The framework essentially provides a tool for continual learning and development. It will enable members to better understand the requirements of panel members and panel chairs; it makes those expectations clear and transparent. Members can review the competencies and performance indicators to assess their own level of learning. As well, members can ask another panel member prior to a hearing if they would be willing to provide informal feedback on their performance. The objective is to enhance members' skills and knowledge.

Feedback could occur either in person after the panel makes a determination or later, by telephone.

PROVIDING INFORMAL FEEDBACK

The member requesting feedback on performance controls the process. The member reviews the competencies and the relevant performance indicators and reflects on his or her level of skill. The observing member may then share his or her observations. If the member determines s/he requires some training or coaching in a specific competency, s/he is to complete the Learning and Development Action Plan and submit it to the Tribunal Chair who will determine how to address this request.

PROVISION OF OBJECTIVE CRITERIA FOR REAPPOINTMENT

Each member will have the opportunity to demonstrate their skill level with the various competencies prior to reappointment. The observer will be either a mentor or the Tribunal Chair. The Competency Assessment provides objective information on which to base recommendations for reappointment. It would also be valuable for members who wish to work for other administrative bodies as well as providing a solid basis for recommendations for other types of work. A determination will be made by the observer for each performance indicator within a competency as to whether further training would be of benefit to the member, whether the member is performing adequately, or whether the member demonstrates a high level of competence and is able to mentor other members. When a panel chair is being observed, the observer will inform the appropriate Appeal Coordinator of the necessity of completing Competency #5: Decision Writing – Panel Chair – for that specific appeal. The Appeal Coordinator will then provide the Tribunal Chair with a copy of the decision for this purpose. Where the Competency Assessment is used to demonstrate member competency for reappointment or reference purposes, a completed copy is to be sent to the Appeal Panel Administrator who will place a copy on the member's record and provide the member with a copy on request.

MENTORS

Mentors are members who have been determined to be competent to mentor other members and have agreed to act in this capacity. Mentors may provide coaching to other members, may assist first time panel chairs, and may act as observers to assist members using the Competency Assessment.

COMPLETION FOR REAPPOINTMENT OR FOR REFERENCE PURPOSES

Members who wish to have a record for reappointment or reference purposes are to contact the Tribunal and request assistance with completing the Competency Assessment. For reappointment purposes, a member is to contact the Tribunal for assistance one year prior to the expiry of his or her term of appointment.

COMPETENCY 1 – LEGISLATION AND PRACTICES AND PROCEDURES		Appeal Number	
Knowledge of relevant legislation and Tribunal practices and procedures			
PANEL MEMBERS AND PANEL CHAIRS	Does not meet expectations Requires training	Adequate Meets expectations	Mentor Exceeds expectations and can coach others
Understands the Tribunal’s legislated jurisdiction			
• Can accurately describe the Tribunal’s jurisdiction and the panel’s jurisdiction	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Can accurately describe the procedures the panel would follow in the course of a hearing	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Comments			
Understands the applicable legislation			
• Accurately describes the basis of admissibility of evidence	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Accurately describes the issue under review	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Comments			
Applies the applicable legislation			
• Member’s copy of the legislation is updated and current	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Applies the applicable legislation to the issue under review	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Comments			

COMPETENCY 1 – LEGISLATION AND PRACTICES AND PROCEDURES		Appeal Number	
Knowledge of relevant legislation and Tribunal practices and procedures			
PANEL MEMBERS AND PANEL CHAIRS	Does not meet expectations Requires training	Adequate Meets expectations	Mentor Exceeds expectations and can coach others
Protects privacy			
• Ensures personal notes regarding the appeal are returned to the Tribunal or destroyed	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Ensures electronic copies of appeal records containing identifying information are deleted on completion of appeal	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Comments			
Obligations to the Tribunal			
• Aware of obligation to inform the Tribunal Chair of matters that could have an adverse impact on the public perception of the Tribunal	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Inform Tribunal Chair of actual or potential conflict of interest with respect to the performance of duties for the Tribunal	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Comments			

COMPETENCY 1 – LEGISLATION AND PRACTICES AND PROCEDURES		Appeal Number	
Knowledge of relevant legislation and Tribunal practices and procedures			
PANEL MEMBERS AND PANEL CHAIRS	Does not meet expectations Requires training	Adequate Meets expectations	Mentor Exceeds expectations and can coach others
Possesses a detailed knowledge of the Tribunal's practices and procedures			
In conducting the hearing, properly applies the Tribunal's practices and procedures, including those relating to:			
• Adjournments	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Safety concerns	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Apprehension of bias	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Release of Information	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Obtains advice or information from appropriate sources when required	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Comments			
Possesses a detailed knowledge and understanding of the legislation, legal jurisdiction, Tribunal practices and procedures and guidelines			
• Directs hearing activities based on this knowledge	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Obtains advice from appropriate sources when required	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Comments			

COMPETENCY 2 – CONDUCT OF HEARING		Appeal Number	
Conducts hearing in a courteous, timely and respectful manner, consistent with the Tribunal Code of Conduct			
PANEL MEMBERS AND PANEL CHAIRS	Does not meet expectations Requires training	Adequate Meets expectations	Mentor Exceeds expectations and can coach others
Fully prepares for the hearing			
• Is punctual	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Has read the appeal record	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Discloses any potential conflict of interest	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Comments			

COMPETENCY 2 – CONDUCT OF HEARING		Appeal Number	
Conducts hearing in a courteous, timely and respectful manner, consistent with the Tribunal Code of Conduct			
PANEL MEMBERS AND PANEL CHAIRS	Does not meet expectations Requires training	Adequate Meets expectations	Mentor Exceeds expectations and can coach others
Communicates effectively			
• Ensures each party has an equal opportunity to present their case without unnecessary interruption	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Avoids asking non-relevant and repetitive questions	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Focuses on subject matter of the hearing	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Asks clear, concise and relevant questions which are understood by those to whom they are addressed	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Employs active listening skills, e.g., is attentive, uses open and closed questions	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Shows courtesy and respect to all parties through their demeanour, behaviour and language	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Avoids casual, social or private conversations with the parties so as not to create an impression of bias	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Does not communicate directly or indirectly with any party to the proceeding except in the presence of all parties and their representatives	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Does not become an advocate for any party	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Comments			

COMPETENCY 2 – CONDUCT OF HEARING		Appeal Number	
Conducts hearing in a courteous, timely and respectful manner, consistent with the Tribunal Code of Conduct			
PANEL CHAIRS	Does not meet expectations Requires training	Adequate Meets expectations	Mentor Exceeds expectations and can coach others
Conducts hearing effectively			
• Monitors questions, intervening only if questions are not asked in a reasonable manner or to limit non-relevant or repetitive questions	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Maintains control of the hearing	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Takes effective steps, where appropriate, to deal with parties who are angry, frightened or distraught	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Constructively resolves conflict between members in private, not in the presence of the parties	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Comments			
Communicates effectively			
• Starts hearing by explaining procedures and relevant procedural issues in plain language and confirms comprehension	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Ensures effective communication between the panel members and parties	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Ensures opportunities to provide comment are equally balanced	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Comments			

COMPETENCY 3 – EVIDENCE		Appeal Number	
To ensure that all relevant issues are addressed by eliciting and managing evidence			
PANEL MEMBERS AND PANEL CHAIRS	Does not meet expectations Requires training	Adequate Meets expectations	Mentor Exceeds expectations and can coach others
Undertakes necessary preparatory work			
• Identifies the areas requiring clarification	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Comments			
Asks questions concerning material issues			
• Asks questions so as to elicit evidence relevant to the issues	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Comments			
Identifies new relevant evidence			
• Identifies new oral or documentary evidence	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Determines admissibility of new evidence and states why it is admissible or not	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Where there is a dispute on the evidence, makes findings of fact and explains why that evidence was relied upon over other evidence	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Comments			

COMPETENCY 4 – DECISION MAKING		Appeal Number	
Decision making to ensure effective deliberation and structured decision making			
PANEL MEMBERS AND PANEL CHAIRS	Does not meet expectations Requires training	Adequate Meets expectations	Mentor Exceeds expectations and can coach others
Keeps an open mind			
• Does not come to any final judgement, conclusion or decision on an issue until all the evidence has been submitted and arguments concluded	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Considers opinions and advice of other panel members before making a decision	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Comments			
Takes an active part in deliberations and decision-making			
• Appropriately participates in the decision-making process by making findings of fact and a reasoned decision based on the relevant legislation	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Expresses opinions relevant to the issues	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Comments			

COMPETENCY 4 – DECISION MAKING		Appeal Number	
Decision making to ensure effective deliberation and structured decision making			
PANEL CHAIRS	Does not meet expectations Requires training	Adequate Meets expectations	Mentor Exceeds expectations and can coach others
Involves members in decision making-process			
• Summarizes the issues and, if necessary, reminds the panel of the evidence and relevant legislation	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Facilitates discussion between panel members regarding the disposition of the case	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Ensures there is opportunity for full discussion and encourages each member to express an opinion on the issues to be decided	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Comments			
Establishes a structured decision making-process			
• Leads deliberations in a logical progression through the decision template	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Ensures that proper consideration is given to the reasoning of all members when there is a disagreement on any finding of fact, issue or decision	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Ensures that a clear and final decision is reached by the majority of the panel members	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Comments			

COMPETENCY 5 – DECISION WRITING		Appeal Number	
Provides clear, concise and well written decisions			
PANEL MEMBERS AND PANEL CHAIRS	Does not meet expectations Requires training	Adequate Meets expectations	Mentor Exceeds expectations and can coach others
Participates in the decision writing process			
• Assists with completing the Tribunal Decision according to Tribunal guidelines and EAR s.87	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Identifies the relevant legislation	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Assists to identify a clear set of relevant finding of facts drawn from the evidence	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Assists with providing clear and understandable reasoning that leads to a logical conclusion on each issue	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Ensures decision of the panel is the decision of the majority	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Provide reasons for dissent to the panel chair within 48 hours of the hearing; where the panel chair is dissenting, panel members must write the reasons for the majority decision and provide them to the panel chair within 48 hours of the hearing; the dissent will be provided to panel members within 48 hours also	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• The dissenting member must identify him/herself	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Reviews and approves the final facts and reasons within 24 hours of receipt	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• If retaining appeal documents for the purpose of writing a decision, is responsible for returning the documents to the Tribunal within 5 business days of a determination	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Comments			

COMPETENCY 5 – DECISION WRITING		Appeal Number	
Provides clear, concise and well written decisions			
PANEL CHAIRS	Does not meet expectations Requires training	Adequate Meets expectations	Mentor Exceeds expectations and can coach others
Ensures the Tribunal Decision is completed correctly and in accordance with Tribunal guidelines and EAR s.87			
• Ensures accuracy of Parts A & B	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Summarizes reconsideration decision, stating the date and the ministry’s reason(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Cites the relevant legislation	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Ensures ‘Summary of Facts’ notes procedural matters, summarizes evidence, deals with new evidence, makes findings of fact as required	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Ensures ‘Reasons’ states issue, considers the parties’ positions, relevant legislation and facts supporting the panel’s determination of the reasonableness of the ministry’s decision; confirms or rescinds accordingly	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Uses plain, direct and concise language	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Comments			

COMPETENCY 5 – DECISION WRITING		Appeal Number	
Provides clear, concise and well written decisions			
PANEL CHAIRS	Does not meet expectations Requires training	Adequate Meets expectations	Mentor Exceeds expectations and can coach others
Facilitates completion of the decision			
• Obtains panel signatures or authorizations	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Liaises with decision reviewer to ensure sufficiency of decision	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Returns all documents within 5 business days of a determination of the panel unless an extension is granted by the Tribunal Chair	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Comments			
Protects Privacy			
• Does not include identifying information in the decision or when emailing drafts for review	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Comments			

LEARNING AND DEVELOPMENT ACTION PLAN

THIS SECTION OF THE EVALUATION WILL BE COMPLETED BY TRIBUNAL CHAIR

Member Name

Location

Date

COMPETENCY ASSESSMENT REQUEST

- Identify key learning priorities noting the specific competency that you are seeking to enhance.

- Comments on course of action:

Tribunal Chair's Signature

Date