



## PERFORMANCE EVALUATION INFORMATION

The Performance Evaluation is the final step in the Professional Certification Process. It is a straightforward observation of the candidate's demonstration of the skills outlined in the *emerit* National Occupational Standards.

Prior to scheduling the performance evaluation, the *emerit* Coordinator will verify that the candidate has the required work experience. Also, the *Supervisor/Mentor Sign-off & Request for Performance Evaluation* checklist needs to **be completed and returned** to go2 before the evaluation will be scheduled. These checklists can be downloaded through your online *emerit* profile or by using the following link  
<http://on-line.emerit.ca/store/products.do?store=BC&cat=3>

go2 and the industry evaluator will work with the supervisor or administrator to co-ordinate the evaluation. It is very important that the candidate does not know who the evaluator is. There are a few exceptions, for example, housekeeping, which has a pre-arranged date and time due to security issues. Most candidates are extremely nervous when they find out they are being evaluated and may act unnaturally which could potentially cause them to fail. So it is important for them to behave as they normally would every day.

Industry evaluators are individuals who have either been certified in the occupation they are evaluating or have industry experience, passed the Knowledge Exam and gone through an evaluator training session.

If the evaluator cannot observe all of the required skills, they will need to identify themselves and schedule time for a quick interview or demonstration of skills. It is ideal if they can do the interview immediately but depending on the situation may have wait or come back at a mutually arranged time.

When the evaluator is conducting an interview or demonstration of skills we would prefer that the supervisor or other staff are not involved as it may make the candidate self-conscious.

The evaluator is not allowed to disclose the results to either the supervisor or candidate. They will forward their scores and comments to go2 within 2 weeks of the evaluation. Comments will be typed up and sent to the administrator or candidate, along with the certificate and pin if the evaluation was successfully passed.