

**INSTRUCTIONS**

- Refer to the Charter of Expectations for Appointees to Tribunals on [Page 3](#) and use these parameters in evaluating performance.
- If you require more space, attach a separate sheet.
- Demonstrating practical experience in areas of importance to the tribunal may be actioning commitments that the tribunal has made. For example, members' code of conduct, practice directives, and trauma-informed practice, etc.
- A member's level of responsibility can be assessed by determining if they are completing all of the assigned duties for their role.

Freedom of Information and Protection of Privacy Act (FOIPPA)

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PART A – GENERAL INFORMATION

Name of Tribunal		Appraisal Period MMM / YYYY	
		FROM:	TO:
Name of Individual Being Appraised (<i>appraisee</i>)		Name and Title of Appraiser (<i>usually a board or committee chair</i>)	

PART B – PERFORMANCE APPRAISAL

1. Performance appraisals must include sufficient discussion and rationale, on an individual basis, that is clearly defined in the context of each tribunal and specific role. Performance is assessed in the following categories:

- Not applicable - does not apply in the role
- Not performing - is not meeting expectations
- Developing - is currently not achieving all expectations, but has the potential and motivation to do so
- Achieves expectations - is meeting expectations
- Exceeds expectations - is exceeding expectations

Competencies / Attributes	Performance Category	Comments (<i>optional</i>)
Level of overall skills	<input type="checkbox"/> not applicable <input type="checkbox"/> not performing <input type="checkbox"/> developing <input type="checkbox"/> achieves expectations <input type="checkbox"/> exceeds expectations	
Adherence to principles of procedural fairness	<input type="checkbox"/> not applicable <input type="checkbox"/> not performing <input type="checkbox"/> developing <input type="checkbox"/> achieves expectations <input type="checkbox"/> exceeds expectations	
Use of plain language in oral and written decision-making, and explains technical/legal terminology where needed	<input type="checkbox"/> not applicable <input type="checkbox"/> not performing <input type="checkbox"/> developing <input type="checkbox"/> achieves expectations <input type="checkbox"/> exceeds expectations	
Analytical ability	<input type="checkbox"/> not applicable <input type="checkbox"/> not performing <input type="checkbox"/> developing <input type="checkbox"/> achieves expectations <input type="checkbox"/> exceeds expectations	
Knowledge of Tribunal mandate and administrative legal principles	<input type="checkbox"/> not applicable <input type="checkbox"/> not performing <input type="checkbox"/> developing <input type="checkbox"/> achieves expectations <input type="checkbox"/> exceeds expectations	
Demonstrates practical experience in areas of importance to the Tribunal	<input type="checkbox"/> not applicable <input type="checkbox"/> not performing <input type="checkbox"/> developing <input type="checkbox"/> achieves expectations <input type="checkbox"/> exceeds expectations	

Competencies / Attributes	Performance Category	Comments (optional)
Level of responsibility	<input type="checkbox"/> not applicable <input type="checkbox"/> not performing <input type="checkbox"/> developing <input type="checkbox"/> achieves expectations <input type="checkbox"/> exceeds expectations	
Willingness to accept work assignments/caseloads/hearings	<input type="checkbox"/> not applicable <input type="checkbox"/> not performing <input type="checkbox"/> developing <input type="checkbox"/> achieves expectations <input type="checkbox"/> exceeds expectations	
Demonstrates punctuality and attendance	<input type="checkbox"/> not applicable <input type="checkbox"/> not performing <input type="checkbox"/> developing <input type="checkbox"/> achieves expectations <input type="checkbox"/> exceeds expectations	
Effectiveness	<input type="checkbox"/> not applicable <input type="checkbox"/> not performing <input type="checkbox"/> developing <input type="checkbox"/> achieves expectations <input type="checkbox"/> exceeds expectations	
Efficiently meets deadlines	<input type="checkbox"/> not applicable <input type="checkbox"/> not performing <input type="checkbox"/> developing <input type="checkbox"/> achieves expectations <input type="checkbox"/> exceeds expectations	
Participates in self-learning/committed to continuous learning	<input type="checkbox"/> not applicable <input type="checkbox"/> not performing <input type="checkbox"/> developing <input type="checkbox"/> achieves expectations <input type="checkbox"/> exceeds expectations	
Engages in strategic planning	<input type="checkbox"/> not applicable <input type="checkbox"/> not performing <input type="checkbox"/> developing <input type="checkbox"/> achieves expectations <input type="checkbox"/> exceeds expectations	
Complies with the ethical guidelines created by government, including those as set out in the Candidate Profile and Declaration (code of conduct, conflict of interest, charter of expectations, and integrity and public accountability), as well as the General Conduct Principles for Public Appointees.	<input type="checkbox"/> not applicable <input type="checkbox"/> not performing <input type="checkbox"/> developing <input type="checkbox"/> achieves expectations <input type="checkbox"/> exceeds expectations	

2. Do the competencies brought forward by the appraisee fit with the future needs of the Tribunal?

☐ YES ☐ NO

3. I recommend the above individual to be reappointed to the Tribunal for a term of _____ years in accordance with s. (2) of the ATA.

☐ YES ☐ NO

PART C – STATEMENT OF RECOMMENDATION AND CERTIFICATION

I confirm the information on this form is true and complete to the best of my knowledge.

☐ YES ☐ NO

Signature of Appraiser (*type your name to sign electronically*)

Date Signed
DD / MMM / YYYY

CHARTER OF EXPECTATIONS FOR APPOINTEES TO TRIBUNALS

Board Appointees owe the Tribunal they serve a commitment to making the best possible decisions. Appointees must carefully adhere to these principles and responsibilities. They must strive for high standards of accountability and fiduciary duty.

PRINCIPLES

Compliance

- Take all necessary and reasonable measures to ensure compliance with laws, regulations and policies that apply to the Tribunal; and
- Know the Tribunal's mandate.

Accountability

- Base your decisions upon facts and reliable information; and
- Properly inform yourself before taking action.

Integrity

- Ensure integrity in all dealings with and on behalf of the Tribunal, including via social media platforms;
- Maintain the confidentiality of information received by you in your capacity as Tribunal member both during and after your appointment;
- Maintain the ongoing responsibility to disclose real or perceived conflicts of interest; and
- Avoid real or perceived conflicts between your own private interests and the best interests of the Tribunal.

RESPONSIBILITIES

- Be courteous and treat all parties fairly and with respect;
- Be punctual and organized;
- Identify opportunities to resolve disputes or issues and bring those opportunities to the attention of the parties at the earliest possible time, with the least cost while ensuring that all parties are treated fairly;
- Ensure that organizational and preliminary procedural matters are resolved quickly;
- Conduct effective hearings and render fair, well-reasoned decisions based on the evidence and applicable law and policy;
- Recognize and deal appropriately with situations that may involve an issue of bias or conflict of interest for the parties involved and do so in accordance with the Tribunal's applicable code of conduct;
- Demonstrates awareness of principles of trauma informed care;
- Demonstrates awareness of implicit bias;
- Demonstrates awareness of cultural agility;
- Commitment to diversity;
- Maintain currency with respect to the justice system, including relevant legislation, policies and procedures;
- Work with agency staff and be familiar with case management practices; and
- Ensure that files are completed in a timely manner.

NOTE: These duties are in addition to duties and responsibilities set out in the Tribunal's own Code of Conduct or Conflict of Interest Guidelines.