**Process for Corps Member Benchmarks:**

As a project leader you are expected to walk every member through the same goal setting and performance review process. This process is in person, on paper and online. The paper form of the corps member benchmarks relates directly to the online assessments of member performance so it is important to keep in mind when the online assessments are going to be sent to you as a leader so you can refer to the paper version while filling out the online version.

**The midterm online assessment goes out:**

For Positions 24 weeks or longer: 90 days after start date.

For Positions 23 weeks or shorter: 30 days after start date.

**The end of term online assessment goes out:**

For all Positions 14 days before the end date

These online assessments are sent directly to your email and you should actively look for these emails in your inbox.

**The Process:**

**At Corps Member Training:**

* Introduce the member assessment process to members at Corps Member Training
* Give each member a copy of the corps member benchmarks form to complete the goal setting section.

**One week into your program:**

* Have a check-in session with each member for goal setting review keeping in mind the SMART goals philosophy.
* Review the categories of the corps member benchmarks with members.

**Mid Program (defined above):**

* Have check-ins with all members giving initial round of feedback based off of corps member benchmarks.
* Update the online assessments of members.
* Track progress towards the member’s self-directed goals.

**End of Program (defined above):**

* Have final check-ins with all members using the corps member benchmarks.
* Update the online assessments of members.
* See the final progress towards the member’s self-directed goals.
* Scan and send a copy of the **completed** corps member benchmarks to your manager.
* Give the paper copy to members for their records

SCA Staff Member: Team: Date:

**Student Conservation Association**



**An Individual Achievement Record**

**Name:**

**Purpose:** *To provide a record of individual achievements and accomplishments and document areas where additional effort will help participants reach their potential.*

**Member Attributes**

**Learning & Innovation:**

Experiments and applies existing knowledge to new projects and obstacles. Develops understanding and skill required to complete work projects. Accepts constructive criticism and strives to make oneself better. **Professionalism:**

|  |  |
| --- | --- |
| Mid | 1 2 3 4 5 |
| End | 1 2 3 4 5 |

Is up each morning and physically prepared for work each day on time.

Is present for morning safety meeting.

|  |  |
| --- | --- |
| Mid | 1 2 3 4 5 |
| End | 1 2 3 4 5 |

Identifies work beyond that prescribed by a supervisor

Routinely completes tasks to SCA and agency expectations and standards. Takes initiative to complete tasks that have not been assigned

Works to the best of their ability

**Safety: *The state of being free of risk, danger or injury.***

Is able to recognize potential hazards.

|  |  |
| --- | --- |
| Mid | 1 2 3 4 5 |
| End | 1 2 3 4 5 |

Handles, uses, and stores equipment and gear safely and properly to minimize hazards. Acts responsibly and safely around camp.

Exhibits safe backing and driving skills.

**Interpersonal: *Is respectful and considerate to others.***

Helps maintain a positive image of SCA (language, respect, behavior). Accepts responsibility for oneself and one’s own actions.

|  |  |
| --- | --- |
| Mid | 1 2 3 4 5 |
| End | 1 2 3 4 5 |

Provides direction /encouragement to others in a non-offensive manner. Leads by example, not condescending to others.

Makes sound decisions in the interest of the team.

**Work / Technical Skills**

*Use the space below to gauge crops members knowledge, proficiency and safe use of program specific skills such as:*

*chainsaw use, herbicide treatment, trail construction, monitoring methods etc.*

**Mid**

**End**

*Use the space below to gauge crops members progression towards their self determined goals for the experience.*

**Goal 1: Action Steps:**

**Goal 2:**

**Action Steps:**

**Goal 3:**

**Action Steps:**

**Mid Check-in**

**Goal 1: Action Steps:**

**Goal 2: Action Steps:**

**Goal 3: Action Steps:**

**Goal 1: Action Steps:**

**Goal 2: Action Steps:**

**Goal 3: Action Steps:**

**Would you hire this person for a Project Leader position? Why or why not?**

The following signature line indicates that the corps member has either finished their season successfully or has been dis- charged from their position.

This also indicates corps member has engaged in a reflective feedback session about their time with SCA. Including a review of:

 The Corps Member benchmarks

 Individual Goals

*If the corps member is not present for this feedback session, the Reviewer may indicate the corps member participation*

Session 1

Reviewer Signature:

Date:\_

Corps Member Signature: Session 2

Reviewer Signature:

Date:\_

Date:\_

Corps Member Signature:

Date:\_

**Please attach any additional comments from the leader or reviewer as to how to improve this system of reporting/evaluation of performance.**