

# Application for Certification Occupation of Senior Administrative Officer

## Assessment of Professionalism

Name of Candidate: \_\_\_\_\_

Name of Assessor: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

**The information contained in this document is strictly confidential and intended only for the use of the School of Community Government in determining the eligibility of the candidate for Certification under the Apprenticeship, Trade and Occupations Certification Act of the Northwest Territories.**

## Instructions to the Assessor:

The above candidate has applied for certification in the occupation of Senior Administrative Officer under the Apprenticeship, Trade and Occupations Certification Act of the Northwest Territories.

In order to become certified, the candidate must successfully complete a series of evaluations. A key component of the evaluation process is the ability of the candidate to demonstrate that he/she has a high degree of professionalism.

The candidate has therefore requested that you provide an assessment of the following areas of professionalism. **The candidate must be considered at least satisfactory (3 or higher) in all areas in order to be eligible for certification.** If the candidate is considered less than satisfactory in any area, he/she must either receive training or demonstrate improvement in that area before certification can be granted.

The assessment is based on a scale of 1 to 5 as follows:

1. Needs significant improvement – the candidate has not demonstrated the desired level of professionalism in this area
2. Needs improvement - the candidate demonstrates the desired level of professionalism in some cases, but not on a consistent basis and not to the level expected for this position
3. Satisfactory – the candidate demonstrates the desired level of professionalism in this area on a regular basis and to the level expected for the position
4. Very good – the candidate consistently demonstrates the desired level of professionalism and exceeds the level expected for this position
5. Outstanding – the employee demonstrates the desired level of professionalism on a constant basis and acts as a role model for others in this area

## Senior Administrative Officer

Please consider each area carefully and provide a fair and honest assessment of the candidate based on your interaction with him/her. You may wish to share your assessment with the candidate, but it is not necessary to do so. All assessments are strictly confidential. The candidate will only be notified whether or not he/she has been rated as satisfactory in all areas.

Once you have completed the form, please send it in a sealed envelope marked Confidential – Assessment of Professionalism to:

Sharon Morrison  
Coordinator, Community Government Occupational Certification  
School of Community Government  
Department of Municipal and Community Affairs  
[Sharon\\_morrison@gov.nt.ca](mailto:Sharon_morrison@gov.nt.ca)  
(867) 767-9163 ext. 21059



## Senior Administrative Officer

Please rate the candidate in the following areas on a scale of 1 – 5 as described above:

Able to adapt to situations	Demonstrate ethical behaviour	Ability to Compromise	Manage Stress	Able to take direction
Rating	Rating	Rating	Rating	Rating

Motivate self	Demonstrate objectivity	Demonstrate dependability	Ability to exercise judgment	Separate personal and professional life
Rating	Rating	Rating	Rating	Rating

Demonstrate fair, equitable and consistent behaviour	Demonstrate accessibility	Maintain confidentiality	Ability to delegate	Demonstrate patience
Rating	Rating	Rating	Rating	Rating

Perseveres	Demonstrate organizational abilities	Demonstrates awareness of relevant trends and decisions	Ability to manage time	Display tact
Rating	Rating	Rating	Rating	Rating

Make decisions	Practice cross-cultural skills	Demonstrates ability to strategic plan	Able to meet deadlines	Demonstrates ability to Deal with political issues
Rating	Rating	Rating	Rating	Rating

Employ negotiating skills	Employ conflict-resolution skills	Employ analytical skills		
Rating	Rating	Rating	Rating	Rating