

Job Title:		School name:		Reason for evaluation:	
Reports to:		Profile of report to role: KH : _____ PS: _____ Acc: _____ Grade: _____ Profile: _____			
Evaluator names:			Moderator (comments and changes)		
KH				Record changes KH	
PS				PS	
%				%	
Acc				Acc	
Initial: Total score _____ Profile _____ Grade _____			Final: Total score _____ Profile _____ Grade _____		
Signed:			Signed:		
Signed:			Signed:		
Signed by Headteacher:			Date:		
Date:					

Remember...

Know-how (KH)

Remember the score for depth and range can be adjusted using the + and - figures. There are 8 categories to measure it, but at CBC we usually use categories D - F.

Remember the breadth of the know-how factor is hierarchical. This means it must be given a lower score than its manager. The score can be adjusted using the + and - figures.

Remember a score of 3 is appropriate where the post holder is required to influence, develop and change the way people behave in order to achieve their objectives. A score of 2 may be appropriate where skills in communication, influencing and understanding are needed to get the job done.

Problem Solving (PS)

Remember the thinking environment is hierarchical, so the post holder cannot have more freedom to think than their manager. The score can be adjusted using the + and - figures.

Remember the score for the thinking challenge can be adjusted with the + figure.

Accountability (Acc)

Remember the freedom to act factor is hierarchical. The role holder must have less freedom to act than their manager, and must not have a higher score for accountability than for know-how or problem solving. Again the score can be adjusted with the + and – figures.

Remember that impact and magnitude are considered together. They consider a financial sum of annual income and spending, and the impact of that that sum of money has in the organisation. If there is no sum of money then the indefinite definitions are used.

Short Profile - this is the relationship between the problem solving and the accountability. Most positions at CBC have Level, A1, A2 or A3 profiles. Roles with a P profile are usually only responsible for research, their knowledge and ideas are more important than their direct contribution to end results.

Checklist...

- Each factor has been given a score
- Detailed notes have been written for each factor
- The total score has been added up twice
- The short profile is Level, A1, A2 or A3
- The short profile is an accurate reflection of the role
- Evaluation scores have been checked against the manager's evaluation scores
- Breadth of know-how has lower score than manager
- Thinking environment has lower score than manager
- Freedom to act has lower score than manager
- Freedom to act is not higher than know-how or problem solving