

ABLE SEAMAN (AB) / LANCE CORPORAL (LCPL) / LEADING AIR CADET (LAC)

MERIT-BASED RANK PROMOTION CRITERIA CHECKLIST

Cadet's Name: _____

Date: _____

| Section 1: Prerequisites for Promotion | | |
|---|--------------------------|--------------------------|
| | Achieved | Not Achieved |
| <ul style="list-style-type: none"> Participated in the phase / star / proficiency level program for a minimum period of five months. | <input type="checkbox"/> | <input type="checkbox"/> |

| Section 2: Div O / PI Comd / Flt Comd Recommendation | | | |
|--|--|--|--|
| Recommendation is based on the following criteria, on a review of cadet training results and a file review: | | | |
| | Needs Developing | Acceptable | Outstanding |
| <ul style="list-style-type: none"> dress and deportment conduct, discipline and attitude attendance participation response to direction ability to interact positively and comfortably with others ability to make sound judgements regarding their own actions willingness to accept responsibility | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| Based on the criteria above, I recommend the cadet: | | | |
| <ul style="list-style-type: none"> not be promoted at this time but reconsidered in ____ months. | | | <input type="checkbox"/> |
| <ul style="list-style-type: none"> be promoted as soon as possible. | | | <input type="checkbox"/> |
| Div O / PI Comd / Flt Comd Signature: _____ | | Date: _____ | |

| Section 3: CO's Approval | |
|---|--------------------------|
| The Div O / PI Comd / Flt Comd recommendation for promotion is: | |
| <ul style="list-style-type: none"> not approved | <input type="checkbox"/> |
| <ul style="list-style-type: none"> approved | <input type="checkbox"/> |
| CO's Signature: _____ | Date: _____ |

Notes:

Note: The Army Cadet rank of Lance Corporal may be substituted with the various denominations used by the customs and traditions of affiliated units, to include:

- Guardsman – Guards Regiments of the Canadian Army,
- Gunner – the Artillery Branch of the Canadian Army,
- Highlander – Highland Regiments of the Canadian Army,
- Private – the Canadian Army (The French translation to "soldat" is not authorize for use by Army cadets. The appropriate French translation to use is "lance-caporal."),
- Sapper – the Engineer Branch of the Canadian Army, or
- Trooper – the Armoured Branch of the Canadian Army.

LEADING SEAMAN (LS) / CORPORAL (CPL) / CORPORAL (CPL)

MERIT-BASED RANK PROMOTION CRITERIA CHECKLIST

Cadet's Name: _____

Date: _____

| Section 1: Prerequisites for Promotion | | |
|---|--------------------------|--------------------------|
| | Achieved | Not Achieved |
| • Holds the rank of AB / LCpl / LAC. | <input type="checkbox"/> | <input type="checkbox"/> |
| • Successfully completed Phase One / Green Star / Proficiency Level One. | <input type="checkbox"/> | <input type="checkbox"/> |
| • Participated in the Cadet Fitness Assessment as part of PO X04 (Personal Fitness & Healthy Living). | <input type="checkbox"/> | <input type="checkbox"/> |

| Section 2: Div O / PI Comd / Flt Comd Recommendation | | | |
|---|--------------------------|--------------------------|--------------------------|
| Recommendation is based on the following criteria, on a review of cadet training results and a file review: | | | |
| | Needs Developing | Acceptable | Outstanding |
| • dress and deportment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • conduct, discipline and attitude | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • attendance | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • participation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • response to direction | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • ability to interact positively and comfortably with others | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • ability to make sound judgements regarding their own actions | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • willingness to accept responsibility | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Based on the criteria above, I recommend the cadet: | | | |
| • not be promoted at this time but reconsidered in ____ months. | | | <input type="checkbox"/> |
| • be promoted as soon as possible. | | | <input type="checkbox"/> |
| Div O / PI Comd / Flt Comd Signature: _____ | | Date: _____ | |

| Section 3: CO's Approval | |
|---|--------------------------|
| The Div O / PI Comd / Flt Comd recommendation for promotion is: | |
| • not approved | <input type="checkbox"/> |
| • approved | <input type="checkbox"/> |
| CO's Signature: _____ | Date: _____ |

Notes:

MASTER SEAMAN (MS) / MASTER CORPORAL (MCPL) / FLIGHT CORPORAL (FCPL)

MERIT-BASED RANK PROMOTION CRITERIA CHECKLIST

Cadet's Name: _____

Date: _____

| Section 1: Prerequisites for Promotion | | |
|---|--------------------------|--------------------------|
| | Achieved | Not Achieved |
| <ul style="list-style-type: none"> Completed at least six months of service at the rank of LS / Cpl / Cpl. | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> Successfully completed Phase Two / Red Star / Proficiency Level Two. | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> Participated in the Cadet Fitness Assessment as part of PO X04 (Personal Fitness & Healthy Living). | <input type="checkbox"/> | <input type="checkbox"/> |

| Section 2: Div O / PI Comd / Flt Comd Recommendation | | | |
|--|--|--|--|
| Recommendation is based on the following criteria, a review of cadet training results and a file review: | | | |
| | Needs Developing | Acceptable | Outstanding |
| <ul style="list-style-type: none"> dress and deportment conduct, discipline and attitude attendance participation response to direction ability to interact positively and comfortably with others ability to make sound judgements regarding their own actions willingness to accept responsibility ability to solve problems effectively ability to communicate effectively with subordinates, peers and supervisors ability to set a positive example for others initiative | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| Based on the criteria above, I recommend the cadet: | | | |
| <ul style="list-style-type: none"> not be promoted at this time but reconsidered in ____ months. | | | <input type="checkbox"/> |
| <ul style="list-style-type: none"> be promoted as soon as possible. | | | <input type="checkbox"/> |
| Div O / PI Comd / Flt Comd Signature: _____ | | | Date: _____ |

Section 3: CO's Approval

The Div O / PI Comd / Flt Comd recommendation for promotion is:

- not approved
- approved

CO's Signature: _____

Date: _____

Notes:

Large empty rectangular box for notes.

PETTY OFFICER SECOND CLASS (PO2) / SERGEANT (SGT) / SERGEANT (SGT)

MERIT-BASED RANK PROMOTION CRITERIA CHECKLIST

Cadet's Name: _____

Date: _____

| Section 1: Prerequisites for Promotion | | |
|---|--------------------------|--------------------------|
| | Achieved | Not Achieved |
| • Completed at least six months of service at the rank of MS / MCpl / FCpl. | <input type="checkbox"/> | <input type="checkbox"/> |
| • Successfully completed Phase Three / Silver Star / Proficiency Level Three. | <input type="checkbox"/> | <input type="checkbox"/> |
| • Achieved a minimum of "completed without difficulty" in PO 303 (Leadership). | <input type="checkbox"/> | <input type="checkbox"/> |
| • Participated in the Cadet Fitness Assessment as part of PO X04 (Personal Fitness & Healthy Living). | <input type="checkbox"/> | <input type="checkbox"/> |

Section 2: Div O / PI Comd / Flt Comd Recommendation

Recommendation is based on the following criteria, on a review of cadet training results and a file review:

| | Needs Developing | Acceptable | Outstanding |
|---|--------------------------|--------------------------|--------------------------|
| • dress and deportment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • conduct, discipline and attitude | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • attendance | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • participation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • response to direction | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • ability to interact positively and comfortably with others | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • ability to make sound judgements regarding their own actions | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • willingness to accept responsibility | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • ability to solve problems effectively | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • ability to communicate effectively with subordinates, peers and supervisors | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • ability to set a positive example for others | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • initiative | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • ability to supervise effectively | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • ability to lead small teams to complete leadership assignments effectively | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • ability to mentor junior cadets | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Based on the criteria above, I recommend the cadet:

- not be promoted at this time but reconsidered in ____ months.
- be promoted as soon as possible.

Div O / PI Comd / Flt Comd Signature: _____

Date: _____

Section 3: CO's Approval

The Div O / PI Comd / Flt Comd recommendation for promotion is:

- not approved
- approved

CO's Signature: _____

Date: _____

Notes:

Large empty rectangular box for notes.

PETTY OFFICER FIRST CLASS (PO1) / WARRANT OFFICER (WO) / FLIGHT SERGEANT (FSGT)

MERIT-BASED RANK PROMOTION CRITERIA CHECKLIST

Cadet's Name: _____

Date: _____

| Section 1: Prerequisites for Promotion | | |
|---|--------------------------|--------------------------|
| | Achieved | Not Achieved |
| • Completed at least six months of service at the rank of PO2 / Sgt / Sgt. | <input type="checkbox"/> | <input type="checkbox"/> |
| • Successfully completed Phase Four / Gold Star / Proficiency Level Four. | <input type="checkbox"/> | <input type="checkbox"/> |
| • Achieved a minimum of "completed without difficulty" in PO 403 (Leadership). | <input type="checkbox"/> | <input type="checkbox"/> |
| • Participated in the Cadet Fitness Assessment as part of PO X04 (Personal Fitness & Healthy Living). | <input type="checkbox"/> | <input type="checkbox"/> |

| Section 2: Div O / Pl Comd / Flt Comd Recommendation | | | |
|--|--------------------------|--------------------------|--------------------------|
| Recommendation is based on the following criteria, on a review of cadet training results and a file review: | | | |
| | Needs Developing | Acceptable | Outstanding |
| • dress and deportment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • conduct, discipline and attitude | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • attendance | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • participation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • response to direction | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • ability to interact positively and comfortably with others | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • ability to make sound judgements regarding their own actions | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • willingness to accept responsibility | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • ability to solve problems effectively | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • ability to communicate effectively with subordinates, peers and supervisors | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • ability to set a positive example for others | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • initiative | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • ability to supervise effectively | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • ability to lead small teams to complete leadership assignments effectively | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • ability to motivate team members | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • ability to provide effective feedback to team members | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • potential for planning, coordinating and conducting larger cadet activities | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • potential for executing leadership appointments in which they will manage and mentor a team over a longer period of time | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Based on the criteria above, I recommend the cadet:

- not be promoted at this time but reconsidered in ____ months.
- be promoted as soon as possible.

Div O / PI Comd / Flt Comd Signature: _____ Date: _____

Section 3: CO's Approval

The Div O / PI Comd / Flt Comd recommendation for promotion is:

- not approved
- approved

CO's Signature: _____ Date: _____

Notes:

**CHIEF PETTY OFFICER SECOND CLASS (CPO2) / MASTER WARRANT OFFICER (MWO) /
WARRANT OFFICER SECOND CLASS (WO2)**

MERIT-BASED RANK PROMOTION CRITERIA CHECKLIST

Cadet's Name: _____

Date: _____

| Section 1: Prerequisites for Promotion | | |
|---|--------------------------|--------------------------|
| | Achieved | Not Achieved |
| <ul style="list-style-type: none"> Completed at least six months of service at the rank of PO1 / WO / FSgt. | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> Achieved a minimum of "completed without difficulty" in PO 503 (Leadership). | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> Participated in the Cadet Fitness Assessment as part of PO 504 (Personal Fitness & Healthy Living). | <input type="checkbox"/> | <input type="checkbox"/> |

| Section 2: Div O / PI Comd / Flt Comd Recommendation | | | |
|---|--------------------------|--------------------------|--------------------------|
| <p>Recommendation is based on the following criteria, on a review of cadet training results and a file review:</p> | | | |
| | Needs Developing | Acceptable | Outstanding |
| <ul style="list-style-type: none"> dress and deportment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> conduct, discipline and attitude | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> attendance | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> participation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> response to direction | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ability to interact positively and comfortably with others | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ability to make sound judgements regarding their own actions | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> willingness to accept responsibility | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ability to solve problems effectively | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ability to communicate effectively with subordinates, peers and supervisors | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ability to set a positive example for others | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> initiative | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ability to supervise effectively | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ability to lead small teams to complete leadership assignments effectively | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ability to motivate team members | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ability to provide effective feedback to team members | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ability to plan, coordinate and conduct larger cadet activities | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ability to execute leadership appointments in which they will manage and mentor a team over a longer period of time | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Based on the criteria above, I recommend the cadet:

- not be promoted at this time.
- be promoted.

Div O / PI Comd / Flt Comd Signature: _____ Date: _____

Section 3: Merit Review Board's Recommendation

Based on the results of the merit review board (attached), I recommend the cadet:

- not be promoted at this time.
- be promoted as soon as possible.

Merit Review Board Chair's Signature: _____ Date: _____

Section 4: CO's Approval

The Merit Review Board's recommendation for promotion is:

- not approved
- approved

CO's Signature: _____ Date: _____

Notes:

Large empty rectangular box for notes.

**CHIEF PETTY OFFICER FIRST CLASS (CPO1) / CHIEF WARRANT OFFICER (CWO) /
WARRANT OFFICER FIRST CLASS (WO1)**

MERIT-BASED RANK PROMOTION CRITERIA CHECKLIST

Cadet's Name: _____

Date: _____

| Section 1: Prerequisites for Promotion | | |
|---|--------------------------|--------------------------|
| | Achieved | Not Achieved |
| <ul style="list-style-type: none"> Completed at least six months of service at the rank of CPO2 / MWO / WO2. | <input type="checkbox"/> | <input type="checkbox"/> |

| Section 2: Div O / PI Comd / Flt Comd Recommendation | | | |
|---|--------------------------|--------------------------|--------------------------|
| <p>Recommendation is based on the following criteria, on a review of cadet training results and a file review:</p> | | | |
| | Needs Developing | Acceptable | Outstanding |
| • dress and deportment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • conduct, discipline and attitude | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • attendance | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • participation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • response to direction | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • ability to interact positively and comfortably with others | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • ability to make sound judgements regarding their own actions | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • willingness to accept responsibility | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • ability to solve problems effectively | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • ability to communicate effectively with subordinates, peers and supervisors | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • ability to set a positive example for others | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • initiative | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • ability to supervise effectively | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • ability to lead small teams to complete leadership assignments effectively | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • ability to motivate team members | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • ability to provide effective feedback to team members | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • ability to plan, coordinate and conduct larger cadet activities | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • ability to execute leadership appointments in which they will manage and mentor a team over a longer period of time | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Based on the criteria above, I recommend the cadet:

- not be promoted at this time.
- be promoted.

Div O / PI Comd / Flt Comd Signature: _____ Date: _____

Section 3: Merit Review Board's Recommendation

Based on the results of the merit review board (attached), I recommend the cadet:

- not be promoted at this time.
- be promoted as soon as possible.

Merit Review Board Chair's Signature: _____ Date: _____

Section 4: CO's Approval

The Merit Review Board's recommendation for promotion is:

- not approved
- approved

CO's Signature: _____ Date: _____

Notes:

Large empty rectangular box for notes.

MERIT REVIEW BOARD EVALUATION FORM

| SECTION 1 – SQUADRON IDENTIFICATION | | |
|-------------------------------------|----------|------|
| CORPS/SQUADRON | LOCATION | DATE |
| | | |

| SECTION 2 – CADET IDENTIFICATION | | |
|----------------------------------|------|-----|
| NAME | RANK | DOB |
| | | |

| SECTION 3 – MERIT REVIEW BOARD MEMBER IDENTIFICATION | | |
|--|------|---------------------|
| NAME | RANK | SERVICE NUMBER / ID |
| | | |

| BLOCK 4A – FILE REVIEW | | | | | | |
|--|---|--------------------------|---------------------------|--------------------------|---------------------------|--------------------------|
| | NOT APPLICABLE / CRITICALLY ADVERSE 0 or -5 | LOW 1 | BELOW AVERAGE 2 | AVERAGE 3 | ABOVE AVERAGE 4 | OUTSTANDING 5 |
| | Attendance | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Academic review of corps/sqn training | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Review of CSTC or other training venue course reports | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Pertinent positive and/or negative disciplinary notes on file | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Corps/sqn awards | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Regional or National honours and awards | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Qualifications, including Band, Marksmanship, Civilian, etc | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Comments | | | | | | |
| | | | | | | |

| SECTION 4B – ATTITUDINAL | | | | | | |
|--------------------------|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | NOT APPLICABLE / CRITICALLY ADVERSE 0 | LOW 1 | BELOW AVERAGE 2 | AVERAGE 3 | ABOVE AVERAGE 4 | OUTSTANDING 5 |
| Dress and Department | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| SECTION 4C – RESPONSE TO QUESTIONS | | | | | | |
|------------------------------------|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | NOT APPLICABLE / CRITICALLY ADVERSE 0 | LOW 1 | BELOW AVERAGE 2 | AVERAGE 3 | ABOVE AVERAGE 4 | OUTSTANDING 5 |
| Response to Question #1 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Response to Question #2 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Response to Question #3 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Response to Question #4 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Response to Question #5 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| SECTION 5 – TOTAL | | | | | | |
|--------------------|--|----------|--------------------|--------------|--------------------|------------------|
| | NOT APPLICABLE / CRITICALLY ADVERSE 0 or -5 | LOW 1 | BELOW AVERAGE 2 | AVERAGE 3 | ABOVE AVERAGE 4 | OUTSTANDING 5 |
| Running Total* | LPS -5 | HPS 13 | HPS 26 | HPS 39 | HPS 52 | HPS 65 |
| Grand Total | HPS 65 | | | | | |

| SECTION 6 – BOARD MEMBER’S COMMENTS | | | | |
|-------------------------------------|--|------------------|--|-------------|
| | | | | |
| BOARD MEMBER | | SIGNATURE | | DATE |

*LPS = Low Point Score; HPS = High Point Score

MERIT REVIEW BOARD EVALUATION FORM RUBRIC

| SECTION 4A – FILE REVIEW | | | | | |
|--|--|---|---|---|--|
| NOT APPLICABLE / CRITICALLY ADVERSE | LOW 1 | BELOW AVERAGE 2 | AVERAGE 3 | ABOVE AVERAGE 4 | OUTSTANDING 5 |
| Attendance | | | | | |
| | Less than 80% attendance over the past 2 years | 80% or better attendance over the past 2 years | 85% or better attendance over the past 2 years | 90% or better attendance over the past 2 years | 95% or better attendance over the past 2 years |
| Academic Review of Corps/Sqn Training | | | | | |
| | Has successfully completed at least Phase 4 / Gold Star / Proficiency Level 4, at baseline proficiency | Has successfully completed at least Phase 4 / Gold Star / Proficiency Level 4, at enhanced proficiency in all areas | Has successfully completed at least Phase 5 / Master Cadet / Proficiency Level 5, at baseline proficiency | Has successfully completed at least Phase 5 / Master Cadet / Proficiency Level 5, at baseline proficiency, with enhanced proficiency in leadership and instructional techniques | Has successfully completed at least Phase 5 / Master Cadet / Proficiency Level 5, at enhanced proficiency in all areas |
| Review of CSTC or Other Training Venue Course Reports | | | | | |
| Have been RTU'd for Disciplinary reasons (-5 points) | Has never been to CSTC | Attended CSTC; however, has academically failed one CSTC course, or been medical or voluntary RTU'd | Passed all CSTC courses | Passed all CSTC Courses and displayed strength in at least one CSTC Course | Displayed strength in two or more CSTC Courses, and/or has completed successful employment as a Staff Cadet |
| Pertinent Positive and/or Negative Disciplinary Notes on File | | | | | |
| | Two or more negative notes on file | At least one negative note on file | No pertinent positive and/or negative disciplinary notes on file | At least one positive note on file | Two or more positive notes on file |
| Corps/Sqn Awards | | | | | |
| No corps/sqn awards granted since joining cadets | One corps/sqn award granted since joining cadets | Two corps/sqn awards granted since joining cadets | Three corps/sqn awards granted since joining cadets | Four corps/sqn awards granted since joining cadets | Five or more corps/sqn awards granted since joining cadets |
| Regional or National Honours and Awards | | | | | |
| No other awards granted | One other award granted | Two other awards granted | Three or more other awards granted | Three or more other awards granted, with distinction in at least one (medals, commendations, etc) | Three or more other awards granted, with distinction in two or more |
| Qualifications, including Band, Marksmanship, Civilian etc | | | | | |
| No qualifications | One qualification | Two qualifications | Three or more qualifications | Three or more qualifications, with distinction in at least one (eg, Distinguished Marksman, Level 5 musician, etc) | Three or more qualifications, with distinction in two or more |

| SECTION 4B – ATTITUDINAL & POTENTIAL | | | | | |
|---|---|--|---|--|---|
| NOT APPLICABLE / CRITICALLY ADVERSE | LOW 1 | BELOW AVERAGE 2 | AVERAGE 3 | ABOVE AVERAGE 4 | OUTSTANDING 5 |
| Dress and Deportment | | | | | |
| no uniform | Incomplete uniform IAW applicable Dress CATO, with two or more faults | Complete uniform IAW applicable Dress CATO, with no more than one identified fault | Complete uniform IAW applicable Dress CATO, with polished boots, badges sewn on correctly, proper haircut/personal grooming, and practices military protocol & courtesy | Complete uniform IAW applicable Dress CATO, with distinction in at least one area (eg, highly shone boots, sharp creases, etc) | Complete uniform IAW applicable Dress CATO, with distinction in two or more areas |
| SECTION 4C – RESPONSE TO QUESTIONS | | | | | |
| NOT APPLICABLE / CRITICALLY ADVERSE | LOW 1 | BELOW AVERAGE 2 | AVERAGE 3 | ABOVE AVERAGE 4 | OUTSTANDING 5 |
| Response to Questions | | | | | |
| Did not answer | Incorrectly answered the question, or tried to guess the answer to the question | Correctly answered the question with some hesitation, inconsistency, or incompleteness | Correctly answered the question in a clear and concise manner | Correctly answered the question in a clear and concise manner and their thought process is consistent with the questions asked | Correctly and confidently answered the question in a clear and concise manner and thought process is consistent with the question asked and where applicable personifies a team / unit before self attitude |