



# Merit Review Board Instructions

## WARRANT OFFICER FIRST CLASS

### How to Complete the File Review Rubric

To complete this rubric, please circle the appropriate response to the criteria within the table. Once completed, add the total values of your answers together and then divide your total by six. Place this value in the space labeled "Rubric Average".

Next, circle the optional training activities for which the cadet has participated in with an attendance of 80% or more. Multiply the number of activities indicated by 0.125 and then write the value in the space labeled "Optional Training Score". Circle the number of summer camps the cadet has attended. Multiply the number of camps by 0.25 and then write the value in the space labeled "Summer Training Score".

Finally, add the Rubric Average, Optional Training Score, and Summer Training Score values together and place the total in the "File Review Total".

#### NOTES

- This rubric is to be completed using data from the last full training year. This means that promotions occurring at the beginning of the training year will be completed using data from the previous training year, whereas promotions occurring at the end of a training year will use data from the current training year.
- Mandatory Training Attendance is calculated from attendance on regular training nights plus mandatory training days/weekends.
- Summer Training is limited to six-week instructor courses, scholarship courses, and staff.

### How to Complete the Interview Rubric

To complete this rubric, please circle the appropriate response to the criteria within the table. Once completed, add the total values of your answers together and then divide your total by eight. Place this value in the space labeled "Interview Average".

### How to Complete the Merit Review Board Summary

- Values for the File Review and Interview Averages are to be obtained from their respective rubrics
- The Interview Total is a sum of all three interview averages
- Circle the appropriate responses concerning the Cadet Fitness Assessment and PO 503 (Leadership) Result
- Complete the signature block, clearly indicating whether or not the cadet is being recommended for promotion
- Summary must be signed by all three interviewers, plus the person completing the file review

### Minimum Standard for Recommendation

In order to receive a recommendation for promotion, the cadet in question must have:

- Received a "File Review Total" of 3.0 or greater
- Participated in the Cadet Fitness Assessment
- Received a result in PO 503 (Leadership) of either "Completed Without Difficulty" or "Exceeded Standard"

### Cadets Recommended for Promotion

If a cadet receives a recommendation for promotion, the completed promotion rubric is to be submitted to the Training Officer. The Training Officer will review the rubrics to ensure completeness and then forward the recommendations to the Commanding Officer for approval.

### Cadets Not Recommended for Promotion

Cadets who are not recommended for promotion must undergo a formal training counselling session with their Level Officer or other designated member of the training staff in order to help the cadet reach the standard required for promotion before the next review period. This session must be documented using the Training Counselling Session Form (Level Five Qualification Standard and Plan, Chapter 3, Annex E, Appendix 1). Once completed and signed, a copy of this form will be given to the cadet and a copy will remain on the cadet's personnel file.



# File Review Rubric

## WARRANT OFFICER FIRST CLASS

	1	2	3	4
<b>Uniform Mark</b>	< 70%	70%-69%	80%-89%	90%-100%
<b>Attendance (Mandatory Training)</b>	< 60%	60%-69%	70%-84%	85%-100%
<b>Conduct</b>	Has received a written warning or serious indecent report	Has received verbal warnings and/or formal counselling regarding conduct	Has conducted themselves well with minimal or no guidance from superiors	Has conducted themselves beyond reproach
<b>Response to Direction</b>	Regularly refuses tasks	Begrudgingly accepts tasks; often does not complete them or applies minimal effort	Accepts tasks; completes most of them	Wilfully accepts and completes all tasks
<b>Initiative</b>	Does not take initiative	Demonstrates minimal initiative	Demonstrates adequate initiative	Demonstrates superior initiative
<b>PO 509 (Instructional Techniques) Result</b>	Incomplete	Completed With Difficulty	Completed Without Difficulty	Exceeded Standard
<b>Optional Training</b>	Biathlon	Drill Team	Effective Speaking	Ground School
	Marksmanship	Music	Sports	SurvivAir
<b>Summer Training</b>	1	2	3	4

Rubric Average: \_\_\_\_\_ + Optional Training Score: \_\_\_\_\_ + Summer Training Score: \_\_\_\_\_ = File Review Total: \_\_\_\_\_



# Interview Questions

WARRANT OFFICER FIRST CLASS

## Prepared Questions

1. What are your goals for the squadron for the upcoming training year?
2. How did you see yourself develop as a leader during the last training year? In what areas could you still improve?
3. What ideas do you have for recruitment and retention of cadets at the squadron?

## Impromptu Questions

4. [REMOVED FROM ONLINE COPY]
5. [REMOVED FROM ONLINE COPY]
6. [REMOVED FROM ONLINE COPY]



# Interview Rubric

## WARRANT OFFICER FIRST CLASS

	1	2	3	4	5
<b>Department</b>	<p>A maximum of five points can be awarded for this category, one point for each of the following:</p> <ul style="list-style-type: none"> <li>• On time for the interview</li> <li>• Answers questions confidently</li> <li>• Acknowledges proper interview protocol (i.e., saluting, coming to attention)</li> <li>• Addresses superiors properly (i.e., Sir, Ma'am)</li> <li>• Displays positive attitude (i.e., no slouching, makes eye contact)</li> </ul> <p>____ / 5</p>				
<b>Question 1</b>	No preparation demonstrated; answer is not logical, does not address the question being asked	Minimal preparation is demonstrated; answer lacks logic, minimally addresses the question being asked	Some preparation is demonstrated; answer addresses the question, but is vague or unclear	Preparation is demonstrated; answer is clear and addresses the question, although some detail is missing	Full preparation demonstrated; answer is thoughtful, logical, and demonstrates insight and initiative
<b>Question 2</b>	No preparation demonstrated; answer is not logical, does not address the question being asked	Minimal preparation is demonstrated; answer lacks logic, minimally addresses the question being asked	Some preparation is demonstrated; answer addresses the question, but is vague or unclear	Preparation is demonstrated; answer is clear and addresses the question, although some detail is missing	Full preparation demonstrated; answer is thoughtful, logical, and demonstrates insight and initiative
<b>Question 3</b>	No preparation demonstrated; answer is not logical, does not address the question being asked	Minimal preparation is demonstrated; answer lacks logic, minimally addresses the question being asked	Some preparation is demonstrated; answer addresses the question, but is vague or unclear	Preparation is demonstrated; answer is clear and addresses the question, although some detail is missing	Full preparation demonstrated; answer is thoughtful, logical, and demonstrates insight and initiative
<b>Question 4</b>	Answer lacks clarity, thought or logic	Answer has minimal clarity, thought, and logic,	Answer shows some clarity, thought, and logic	Answer shows clarity, thought, and logic	Answer shows exceptional clarity, thought, and logic
<b>Question 5</b>	Answer lacks clarity, thought or logic	Answer has minimal clarity, thought, and logic,	Answer shows some clarity, thought, and logic	Answer shows clarity, thought, and logic	Answer shows exceptional clarity, thought and logic
<b>Question 6</b>	Provides recommendation with no support, or fails to provide an explicit recommendation		Provides recommendation with minimal supporting reasons		Provides a well thought out recommendation
<b>Overall Potential</b>	<p>A maximum of five points can be awarded for this category, at the discretion of the interviewer</p> <p>____ / 5</p>				

Interview Average: \_\_\_\_\_



# Merit Review Board Summary

## WARRANT OFFICER FIRST CLASS

**File Review Total:** \_\_\_\_\_ (out of 4, plus 2 bonus points)

**Interviewer #1 Average:** \_\_\_\_\_ (out of 5)

**Interviewer #2 Average:** \_\_\_\_\_ (out of 5)

**Interviewer #3 Average:** \_\_\_\_\_ (out of 5)

**Interview Total:** \_\_\_\_\_ (out of 15)

**Cadet Fitness Assessment:**      Did Not Participate                      Participated

**PO 503 (Leadership) Result:**      Incomplete                      Completed With Difficulty                      Completed Without Difficulty                      Exceeded Standard

We, the Merit Review Board, **Recommend / Do Not Recommend** \_\_\_\_\_ for promotion to Warrant Officer First Class.  
Cadet's Name (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

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Signature

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Position

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