

## ***Procedure for Conducting Performance Assessments***

### ***This procedure applies to:***

- Candidates who have attended an ISAF Umpiring Seminar but still need a successful Performance Assessment to meet the criteria for first appointment as IU

### ***Procedure:***

1. The candidate for first appointment contacts the ISAF office, advising which events she/he will be attending and able to be assessed.
2. The ISAF office contacts one of the assessors who have informed that they are able to conduct the performance assessment at the relevant event and gets confirmation that the assessor will make the assessment.
3. The ISAF office emails the performance assessment form to the assessor before the date of assessment.
4. The assessor conducts the assessment and fills in the performance assessment form (see below).

For each overall criteria on the form (A through G), the assessor must decide and mark whether the candidate meets the standard required for an IU or not or if the assessor does not have enough information to decide that. In any case, the assessor must indicate specific criteria where the candidate performs well or needs to improve; e.g. “A1 is OK. A2 is close, Needs to improve on A3, A4”.
5. The assessor goes through the performance assessment form with the individual who has been assessed. Please note that the field under the signature says: “With my signature I confirm that I have shared this assessment with the candidate”.
6. The assessor signs the performance assessment form and mails it to the ISAF office.
  - (a) Successful Performance Assessment

When the ISAF office receives the form, a letter is sent to the candidate. This letter acknowledges the receipt of the form and advises the candidate that the form will be kept on file pending receipt of application for first appointment. A copy of the assessor’s comments is enclosed with the letter.  
A copy of the letter (without the assessor’s comments) is sent to the candidate’s MNA.
  - (b) Unsuccessful Performance Assessment

When the ISAF office receives the form, a letter is sent to the candidate. This letter acknowledges the receipt of the form and provides the comments about each performance criterion that the assessor has made on the form so that the candidate is informed of the areas she/he needs to improve. The candidate will also be informed that 6 months will need to elapse before a further assessment can be made, subject to approval of the Chairman of the IUSC.  
The Candidate’s MNA is not copied on letters/forms regarding unsuccessful assessments.
7. Candidates for first appointment are free to forward copies of any forms/correspondence to their MNA.

***Advice on conducting assessments:***

The performance assessor who conducts an assessment is requested to consider the following issues:

- Under the current regulation 34.5(d) it is only necessary for a candidate IU to get one positive assessment from one assessor. Therefore, you should always maintain a high level of quality in your assessments. If you have any doubt about a candidate, you should say 'no'.
- In order to improve the quality of the assessment, you should try to involve more than one assessor when possible. So if you are making an assessment at an event, involve the other assessors who are there.
- If you are making the assessment at an event, you are also welcome to select (with care) some senior IUs on the umpire team to assist you in making the assessment.
- If you involve other assessors or umpires, please indicate on the assessment form those others who have contributed. This will also help us identify new assessors.
- Remember that the assessor who signs and hands in the form is responsible for the content of it.