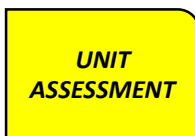
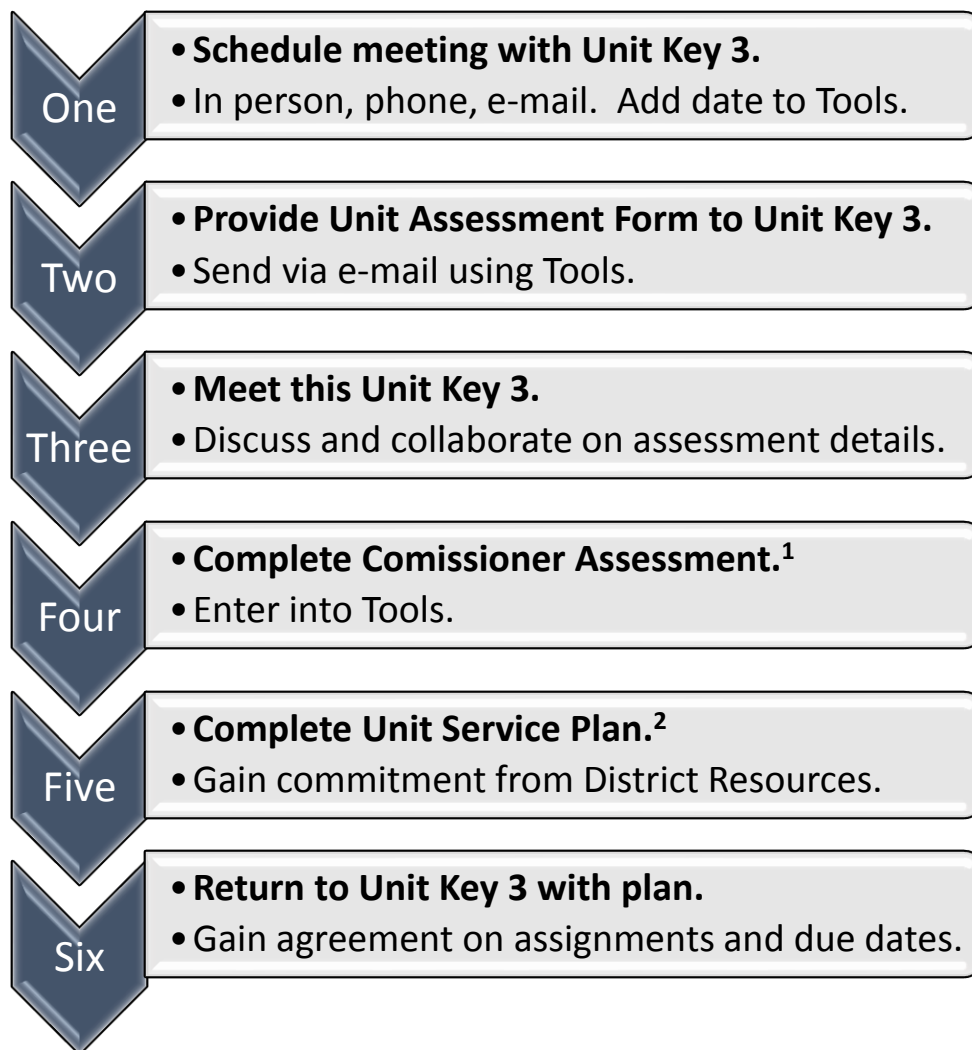


DETAILED UNIT ASSESSMENT



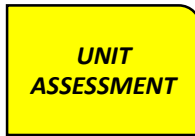
Detailed Assessments should be conducted at least twice each year at six month intervals. A third assessment may be valuable when there is a change in unit leadership.



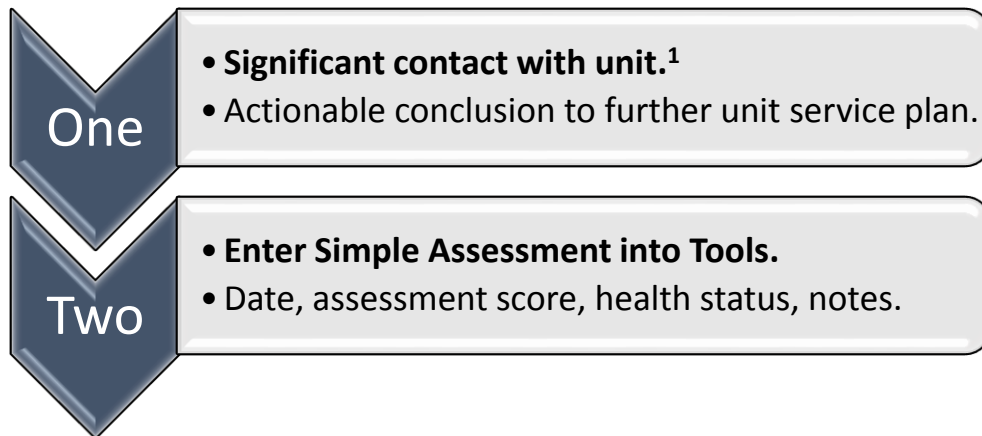
(1) Step Four: *Commissioner Assessments can be completed using the pdf form and then entered into Commissioner Tools –or– entered directly into the system (bypassing the form).*

(2) Step Five: *The Unit Service Plan is not generated by Commissioner Tools. The Plan is customized for each unit using the Commissioner Assessment information.*

SIMPLE UNIT ASSESSMENT



Simple unit assessments are used when there is routine contact or an update to a specific item of interest. Simple assessments should be correspond to items in the Unit Service Plan.



(1) Step One: *All of a commissioner's unit contacts need not be in person or at unit meetings. Telephone conversations, emails, text message exchanges and casual meetings can all result in significant contacts.*

CONTINUOUS IMPROVEMENT

Remember, this process is a cycle.

