EXAMPLE MERIT REVIEW BOARD EVALUATION FORM

BLOCK 1 – CORPS/SQUADRON IDENTIFICATION		
CORPS/SQUADRON	LOCATION	DATE

BLOCK 2 – CADET IDENTIFICATION		
NAME	RANK	DOB

BLOCK 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		☐	☐	☐	☐	☐
Academic review of corps/sqn training		☐	☐	☐	☐	☐
Review of CSTC or other training venue course reports	■ -5	☐	☐	☐	☐	☐
Pertinent positive and/or negative disciplinary notes on file		☐	☐	☐	☐	☐
Corps/sqn awards	☐	☐	☐	☐	☐	☐
Regional or National honours and awards	☐	☐	☐	☐	☐	☐
Qualifications, including Band, Marksmanship, Civilian, etc	☐	☐	☐	☐	☐	☐

BLOCK 4B – ATTITUDINAL						
	NOT APPLICABLE / CRITICALLY ADVERSE 0	**LOW 1**	**BELOW AVERAGE 2**	**AVERAGE 3**	**ABOVE AVERAGE 4**	**OUTSTANDING 5**
Dress and Deportment	☐	☐	☐	☐	☐	☐

BLOCK 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	☐	☐	☐	☐	☐	☐
Response to Question #2	☐	☐	☐	☐	☐	☐
Response to Question #3	☐	☐	☐	☐	☐	☐
Response to Question #4	☐	☐	☐	☐	☐	☐
Response to Question #5	☐	☐	☐	☐	☐	☐

BLOCK 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**					

BLOCK 6 – BOARD MEMBER'S COMMENTS					
BOARD MEMBER		**SIGNATURE**		**DATE**	

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

EXAMPLE MERIT REVIEW BOARD EVALUATION FORM RUBRIC

BLOCK 4A – FILE REVIEW						
NOT APPLICABLE / CRITICALLY ADVERSE	LOW 1	BELOW AVERAGE 2	AVERAGE 3	ABOVE AVERAGE 4	OUTSTANDING 5	COMMENTS
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	

BLOCK 4B – ATTITUDINAL & POTENTIAL						
NOT APPLICABLE / CRITICALLY ADVERSE	LOW 1	BELOW AVERAGE 2	AVERAGE 3	ABOVE AVERAGE 4	OUTSTANDING 5	COMMENTS
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	

BLOCK 4C – RESPONSE TO QUESTIONS						
NOT APPLICABLE / CRITICALLY ADVERSE	LOW 1	BELOW AVERAGE 2	AVERAGE 3	ABOVE AVERAGE 4	OUTSTANDING 5	COMMENTS
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	