

**ADMINISTRATION OFFICER
Performance Evaluation Form**

Personal/Position Information

Name: _____

Period Covered: _____

Position: _____

Reviewed by: _____

Title: _____

Position Start Date: _____

Community: _____

Region: _____

ADMINISTRATION OFFICER Performance Evaluation Form

Instructions:

The information contained in this evaluation is strictly confidential. The supervisor will meet with the employee to review the employee's performance and complete the Community Government Performance Evaluation Form. Input from the employee is critical. The employee will have an opportunity to make comments concerning the review in the employee comments section of this form. The information will be used to develop an individual training plan for the employee as well as a training plan for the community.

The employee will be rated as follows for each competency (P): Each competency is to be rated as follows (S):

1 – Needs significant improvement – employee is unable to complete task or perform the function in a satisfactory manner even though assistance is routinely provided

2 – Needs improvement - employee can complete the task or perform the function with considerable assistance

3 – Satisfactory – employees can complete the task or perform the function in a satisfactory manner with little or no assistance

4 – Very good – employee consistently completes the task or performs the function in an above average manner with little or no assistance

5 – Outstanding – employee consistently completes the task or performs the function at a very high level with little or no assistance

1 – Competency has little significant to the position

2 – Competency has minor significance to the position

3 – Competency is important to the position

4 – Competency has major significance to the position

5 – Competency is critical to the effective performance of the position

For more information on how to complete this review please contact the Regional Office of the Department of Municipal and Community Affairs or the MACA School of Community Government.

ADMINISTRATION OFFICER Performance Evaluation Form

Major Category	Skill	Subskill																							
Financial Management	Perform cash management	Follow GAAP	Collect and deposit funds	Monitor spending																					
	Training Requested?	P		S	5	P		S	5	P		S	5												
	Administer finances	Order office supplies	Prepare financial correspondence	Assist with preparation for audit																					
	Training Requested?	P		S	4	P		S	4	P		S	4												
	Administer the payroll system	Set up employee files	Process TD1s	Calculate salary	Calculate employee benefits	Calculate group insurance plan contributions	Calculate pension plan contributions																		
	Training Requested?	P		S	5	P		S	5	P		S	5	P		S	5	P		S	5	P		S	5
		Calculate source and misc. deductions	Calculate payroll tax	Verify time sheets	Process/input payroll	Verify data entries	Prepare WCB premium reports																		
		P		S	5	P		S	5	P		S	5	P		S	5	P		S	5	P		S	4
		Prepare and remit source deductions	Prepare and remit payroll tax	Prepare journal summaries	Prepare payroll summary	Update in-lieu time																			
		P		S	5	P		S	5	P		S	4	P		S	4	P		S	4				

ADMINISTRATION OFFICER Performance Evaluation Form

Major Category	Skill	Subskill																														
Financial Management cont'd	Administer the payroll system	Update leave credits	Compile monthly attendance summary	Issue year end attendance summary	Prepare T4 and T4as	Issue T4 and T4a summaries	Issue records of employment	P		S	4	P		S	4	P		S	4	P		S	5	P		S	5	P		S	4	
	Training Requested?																															
	Prepare casual payroll pay sheets	Verify coding of pay sheets	Obtain signatures	Batch pay sheets for data entry				P		S	4	P		S	4	P		S	5	P		S	4									
	Manage projects	Monitor contracts						P		S	4																					
	Training Requested?																															
	Process financial transactions (accounts payable)	Input opening entries	Enter budgets	Input adjusting entries	Prepare general ledger listings	Prepare trial balances	Reconcile bank statements	P		S	4	P		S	4	P		S	4	P		S	4	P		S	4	P		S	5	
	Training Requested?																															
	Verify accounts payable, receivable and payroll	Reconcile general ledger accounts	Prepare monthly financial statements	Reconcile accounts monthly and at year end	Close out year end documents	Maintain financial filing system	P		S	5	P		S	5	P		S	4	P		S	5	P		S	4	P		S	4		

ADMINISTRATION OFFICER Performance Evaluation Form

Major Category	Skill	Subskill												
Financial Management cont'd	Process financial transactions (accounts payable) cont'd	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Prepare requisitions and purchase orders</td> <td style="width: 16.6%;">Cross reference documents</td> <td style="width: 16.6%;">Prepare cheques</td> <td style="width: 16.6%;">Issue cheques</td> <td style="width: 16.6%;">Process purchase orders</td> <td style="width: 16.6%;">Verify disbursements</td> </tr> <tr> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> </tr> </table>	Prepare requisitions and purchase orders	Cross reference documents	Prepare cheques	Issue cheques	Process purchase orders	Verify disbursements	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4
		Prepare requisitions and purchase orders	Cross reference documents	Prepare cheques	Issue cheques	Process purchase orders	Verify disbursements							
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	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Reconcile payable</td> <td style="width: 16.6%;">Reconcile petty cash</td> <td style="width: 16.6%;">Prepare aged vendor listing</td> <td style="width: 16.6%;">Prepare AP journal summaries</td> <td style="width: 16.6%;">Prepare batches for data entry</td> <td style="width: 16.6%;">Record all cheques in log book</td> </tr> <tr> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> </tr> </table>	Reconcile payable	Reconcile petty cash	Prepare aged vendor listing	Prepare AP journal summaries	Prepare batches for data entry	Record all cheques in log book	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	
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	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Maintain listing of accounts payable</td> <td style="width: 16.6%;">Maintain updated vendor files and file numbers</td> <td style="width: 16.6%;">Prepare invoices</td> <td style="width: 16.6%;">Verify invoices</td> <td style="width: 16.6%;">Issue invoices</td> <td style="width: 16.6%;">Collect receivables</td> </tr> <tr> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 5</td> </tr> </table>	Maintain listing of accounts payable	Maintain updated vendor files and file numbers	Prepare invoices	Verify invoices	Issue invoices	Collect receivables	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	
	Maintain listing of accounts payable	Maintain updated vendor files and file numbers	Prepare invoices	Verify invoices	Issue invoices	Collect receivables								
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	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Issue receipts</td> <td style="width: 16.6%;">Issue customer statements</td> <td style="width: 16.6%;">Make bank deposits</td> <td style="width: 16.6%;">Reconcile accounts receivable</td> <td style="width: 16.6%;">Prepare aged customer listing</td> <td style="width: 16.6%;">Prepare AR journal summaries</td> </tr> <tr> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> </tr> </table>	Issue receipts	Issue customer statements	Make bank deposits	Reconcile accounts receivable	Prepare aged customer listing	Prepare AR journal summaries	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	
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Prepare financial report	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Prepare variance reports</td> <td style="width: 16.6%;">Present balance sheets</td> <td style="width: 16.6%;">Present income reports</td> <td style="width: 16.6%;">Present quarterly reports</td> <td style="width: 16.6%;">Remit Goods and Services Tax reports</td> <td style="width: 16.6%;">Review quarterly variance reports</td> </tr> <tr> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 3</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 3</td> </tr> </table>	Prepare variance reports	Present balance sheets	Present income reports	Present quarterly reports	Remit Goods and Services Tax reports	Review quarterly variance reports	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 3	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 3	
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Training Requested?														

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Financial Management cont'd	Prepare Financial Report cont'd	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Print monthly financial reports</td> <td style="width: 15%;">Distribute monthly financial reports</td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Print monthly financial reports	Distribute monthly financial reports					P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4				
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	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4												
Training Requested? <input type="checkbox"/>														
Posses knowledge of financial management	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Possess knowledge of accounts payable</td> <td style="width: 15%;">Possess knowledge of accounts receivable</td> <td style="width: 15%;">Possess knowledge of general ledger systems</td> <td style="width: 15%;">Possess knowledge of payroll systems</td> <td style="width: 15%;">Possess knowledge of financial by-laws</td> <td style="width: 15%;">Possess knowledge of financial legislation</td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> </tr> </table>	Possess knowledge of accounts payable	Possess knowledge of accounts receivable	Possess knowledge of general ledger systems	Possess knowledge of payroll systems	Possess knowledge of financial by-laws	Possess knowledge of financial legislation	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	
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Training Requested? <input type="checkbox"/>														
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Possess knowledge of financial systems</td> <td style="width: 15%;">Possess knowledge of bookkeeping procedures</td> <td style="width: 15%;">Possess knowledge of office procedures</td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td></td> <td></td> <td></td> </tr> </table>	Possess knowledge of financial systems	Possess knowledge of bookkeeping procedures	Possess knowledge of office procedures				P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4			
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P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4												
Executive Functions/Council Support	Ensure compliance	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Identify applicable legislation</td> <td style="width: 15%;">Demonstrate familiarity with applicable legislation</td> <td style="width: 15%;">Comply with applicable legislation</td> <td style="width: 15%;">Comply with policies and procedures</td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td></td> <td></td> </tr> </table>	Identify applicable legislation	Demonstrate familiarity with applicable legislation	Comply with applicable legislation	Comply with policies and procedures			P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5		
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Training Requested? <input type="checkbox"/>														
Possess knowledge of council systems	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Possess knowledge of council systems</td> <td style="width: 15%;">Possess knowledge of committee systems</td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 3</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 2</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Possess knowledge of council systems	Possess knowledge of committee systems					P <input type="checkbox"/> S <input type="checkbox"/> 3	P <input type="checkbox"/> S <input type="checkbox"/> 2					
Possess knowledge of council systems	Possess knowledge of committee systems													
P <input type="checkbox"/> S <input type="checkbox"/> 3	P <input type="checkbox"/> S <input type="checkbox"/> 2													
Training Requested? <input type="checkbox"/>														

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Major Category	Skill	Subskill												
Perform Administrative Functions	Maintain inventories	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Maintain purchase order system</td> <td style="width: 25%;">Maintain capital asset inventory</td> <td style="width: 25%;">Maintain stock inventory</td> <td style="width: 25%;">Take inventory</td> <td></td> <td></td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td></td> <td></td> </tr> </table>	Maintain purchase order system	Maintain capital asset inventory	Maintain stock inventory	Take inventory			P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4		
	Maintain purchase order system	Maintain capital asset inventory	Maintain stock inventory	Take inventory										
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Training Requested? <input type="checkbox"/>														
	Schedule work	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Follow work plans</td> <td style="width: 25%;">Organize tasks</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Follow work plans	Organize tasks					P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4				
Follow work plans	Organize tasks													
P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4													
	Training Requested? <input type="checkbox"/>													
	Manage contracts	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Assist with preparation and advertising of tender documents</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Assist with preparation and advertising of tender documents						P <input type="checkbox"/> S <input type="checkbox"/> 4					
Assist with preparation and advertising of tender documents														
P <input type="checkbox"/> S <input type="checkbox"/> 4														
	Training Requested? <input type="checkbox"/>													
Technical Skills	Possess computer skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Use word processing software programs</td> <td style="width: 16.6%;">Use spreadsheet software programs</td> <td style="width: 16.6%;">Use database software programs</td> <td style="width: 16.6%;">Use utility software program</td> <td style="width: 16.6%;">Operate e-mail and Internet</td> <td style="width: 16.6%;">Operate the computerized maintenance management system</td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 3</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 3</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> </tr> </table>	Use word processing software programs	Use spreadsheet software programs	Use database software programs	Use utility software program	Operate e-mail and Internet	Operate the computerized maintenance management system	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 3	P <input type="checkbox"/> S <input type="checkbox"/> 3	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4
	Use word processing software programs	Use spreadsheet software programs	Use database software programs	Use utility software program	Operate e-mail and Internet	Operate the computerized maintenance management system								
	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 3	P <input type="checkbox"/> S <input type="checkbox"/> 3	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4								
Training Requested? <input type="checkbox"/>														
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Operate computerized accounting programs</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Operate computerized accounting programs						P <input type="checkbox"/> S <input type="checkbox"/> 5					
Operate computerized accounting programs														
P <input type="checkbox"/> S <input type="checkbox"/> 5														
Human Resource Management	Work in a team environment	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Work cooperatively with other</td> <td style="width: 25%;">Oversee casual employees</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Work cooperatively with other	Oversee casual employees										
	Work cooperatively with other	Oversee casual employees												

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Major Category	Skill	Subskill				
	Training Requested? <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 5 P <input type="checkbox"/> S <input type="checkbox"/> 3 <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"/>				
	Administer personnel policies	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Administer union agreements and/or employment by-laws</td> <td style="width: 25%;">Administer employee benefit plans</td> <td style="width: 25%;">Maintain personnel records</td> <td style="width: 25%;"></td> </tr> </table>	Administer union agreements and/or employment by-laws	Administer employee benefit plans	Maintain personnel records	
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Communication	Use effective communication	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Read and comprehend business documents</td> <td style="width: 25%;">Write clearly and concisely</td> <td style="width: 25%;">Practice listening skills</td> <td style="width: 25%;">Speak effectively</td> </tr> </table>	Read and comprehend business documents	Write clearly and concisely	Practice listening skills	Speak effectively
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	Maintain public relations	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Maintain customer service</td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table>	Maintain customer service			
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	Training Requested? <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 5 <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"/>				

ADMINISTRATION OFFICER Performance Evaluation Form

Major Category	Skill	Subskill												
Professionalism	Demonstrate good work habits	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Manage stress</td> <td style="width: 16.6%;">Take direction</td> <td style="width: 16.6%;">Motivate self</td> <td style="width: 16.6%;">Demonstrate dependability and accountability</td> <td style="width: 16.6%;">Maintain confidentiality</td> <td style="width: 16.6%;">Make decisions</td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/></td> </tr> </table>	Manage stress	Take direction	Motivate self	Demonstrate dependability and accountability	Maintain confidentiality	Make decisions	P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>
	Manage stress	Take direction	Motivate self	Demonstrate dependability and accountability	Maintain confidentiality	Make decisions								
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	Training Requested? <input type="checkbox"/>													
Demonstrate good work habits	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Manage time</td> <td style="width: 16.6%;">Demonstrate willingness to perform alternate duties as required</td> <td style="width: 16.6%;">Demonstrate punctuality</td> <td style="width: 16.6%;">Demonstrate flexibility</td> <td style="width: 16.6%;">Demonstrate organizational abilities</td> <td style="width: 16.6%;">Work with minimal supervision</td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> </tr> </table>	Manage time	Demonstrate willingness to perform alternate duties as required	Demonstrate punctuality	Demonstrate flexibility	Demonstrate organizational abilities	Work with minimal supervision	P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>	
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		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Meet deadlines</td> <td style="width: 16.6%;">Employ analytical skills</td> <td style="width: 16.6%;">Demonstrate responsibility</td> <td style="width: 16.6%;">Be a team player</td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> <td></td> <td></td> </tr> </table>	Meet deadlines	Employ analytical skills	Demonstrate responsibility	Be a team player			P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>		
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		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Practice cross cultural skills</td> <td style="width: 16.6%;">Be familiar with political situation</td> <td style="width: 16.6%;">Demonstrate awareness of traditional knowledge</td> <td style="width: 16.6%;">Possess knowledge of community</td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/></td> <td></td> <td></td> </tr> </table>	Practice cross cultural skills	Be familiar with political situation	Demonstrate awareness of traditional knowledge	Possess knowledge of community			P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>		
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		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Accept change</td> <td style="width: 16.6%;">Adapt to situations</td> <td style="width: 16.6%;">Compromise</td> <td style="width: 16.6%;">Separate personal and professional life</td> <td style="width: 16.6%;">Pursue personal and professional development</td> <td style="width: 16.6%;">Demonstrate patience</td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> </tr> </table>	Accept change	Adapt to situations	Compromise	Separate personal and professional life	Pursue personal and professional development	Demonstrate patience	P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>
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Professionalism cont'd	Demonstrate positive personal attributes and ethical behaviour	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33.3%;">Maintain a positive attitude</td> <td style="width: 33.3%;">Demonstrate honesty</td> <td style="width: 33.3%;">Possess sense of humour</td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/></td> </tr> </table>	Maintain a positive attitude	Demonstrate honesty	Possess sense of humour	P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>						
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**ADMINISTRATION OFFICER
Performance Evaluation Form**

Comments:

1. Supervisor's comments

2. Expectations for the coming year/workplan

ADMINISTRATION OFFICER Performance Evaluation Form

3. Employee goals and objectives

4. Career Goals

ADMINISTRATION OFFICER Performance Evaluation Form

5. Recommended training

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6. Employee Comments

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Employee:	Supervisor:
Title:	Title:
Signature:	Signature:
Date:	Date: