Name:		
.		-
Position:		-
Reviewed by:		_
Title:		-
Position Start Date: ———		-
Community:		-
Region: ———		-

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 Training Needs Assessment Evaluation Form. Input form 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:

- 1 Needs significant improvement employee is unable to complete task or perform function in a satisfactory manner even though assistance is routinely provided
- 2 Needs improvement employee can complete task or perform function with considerable assistance
- 3 Satisfactory employee can complete task or perform function in a satisfactory manner with little or no assistance
- 4 Very good employee consistently completes task or performs functions in an above average manner with little or no assistance
- 5 Outstanding employee consistently completed task or performs function at a very high level with little or no assistance

Each competency is to be rated as follows:

- 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.

Major Category	Skill	Sub-Skill	
FINANCIAL MANAGEMENT	Prepare budget	of revenue recovery plan analysis and budgets for budgets m	alculate nunicipal ervices rates
		P S 5 P S 5 P S 5 P	S 5
		Establish policies and guidelines for unit costing and replacement	
		P S 4	
	Review Finances	Generally financial accounting accounting systems function means and policies principles	ollow up on nanagement etters
		P S 5 P S 5 P S 4 P S 4 P S 4 P	S 4
		Establish oversee fiscal internal year-end audit controls Ensure collection of accounts receivable	
		P S 4 P S 4 P S 4	
	Perform Financial Analysis	Analyze Analyze aged financial accounts Ensure maximum reports monthly, quarterly and annually Ensure maximum return on investment Recommend budget changes	
		P S 4 P S 4 P S 2 P S 4	

Major Category	Skill	Sub-Skill Sub-Skill
PROTECTIVE SERVICES	Implement Civil Emergency Measures	Establish emergency measures committee Coordinate emergency preparedness Coordinate emergency preparedness Prepare plan for council approval Review and practice plan for staff, council and volunteers Ensure training for staff, council and volunteers during plan implementation
		P
		Debrief situations
		P S 3
OPERATIONS MANAGEMENT	Manage operations	Manage road construction and maintenanceManage water, sewage and solid waste systemsManage airport construction and maintenanceManage other works and servicesNegotiate franchise agreements
		P S 2 P S 2 P S 2 P S 2 P S 2 P S 2 P S 2 P S 2 P S 2 P S 2 P S 2 P S 2 P S 2 P S 2 P S 2 P S 2 P S 2 P S 2 P S 2 P S 2 P S 2 P S 2 P S 2 P S 2 P S 2 P S 2 P S 2 P S 2 P S 2 P S 2 P S 2 P S 2 P S 2 P S 2 P S 2 P S
OPERATIONS MANAGEMENT (cont.)	Provide Municipal Services	Provide services programs and community programs programs Through community agreements Prioritize programs and community programs programs Monitor community community programs programs
		P S 4 P S 4 P S 4 P S 4 P S 4 P S 4 P S 4 P S 4 P S 4 P S 4 P S 4 P S 4 P S 4 P S 4 P S 4 P S 4 P S 4 P S 4 P S 4 P S 4 P S 4 P S 4 P S 4 P S 4 P S 4 P S 4 P S 4 P S 4 P S 4 P S 4 P S 4 P S 4 P S 4 P S 4 P S 4 P S
COMMUNITCATIONS	Use Communications Skills	Practice Write business Resolve Demonstrate negotiation presentations Write business Resolve Conflicts Skills Practice Make Facilitate workshops Practice Make Presentations Practice Make Presentations Practice Make Practice Practice Practice Make Practice Practice
		P S 4 P S 4 P S 4 P S 2
		Facilitate meetings
		P S 4

Major Category	Skill	Sub-Skill					
PUBLIC AND COMMUNITY RELATIONS	Display Public Relations Skills	Develop information services programs	Facilitate public meetings	Liaise with community groups	Develop working relationships with other agencies	Promote First Nation and council	Address public complaints
		P S 3	P S 2	P S 4	P S 5	P S 4	P S 5
		Practice customer service skills	Implement quality service levels	Communicate goals and objectives	Respond to public enquiries		
		P S 5	P S 4	P S 4	P S 4		
Human Resource Management	Demonstrate Awareness of Political Environment Manage Human Resources	Practice cross cultural awareness and sensitivity P S 3 Write job descriptions and skills profiles	Observe traditional values P S 5 Recruit staff	Demonstrate awareness of political initiatives P S 5 Analyze training requirements	Provide on-the-job training	Provide professional development opportunities	Conduct performance evaluations
		P S 4	P S 4	P S 4	P S 4	P S 4	P S 4
		Administer employee benefit plan	Maintain personnel records				
	Supervise staff	Provide direct supervisions P S 5	Schedule staff P S 4	Delegate work assignments P S 4	Promote workplace performance P S 4	Initiate conflict resolution	Conduct staff meetings

Major Category	Skill	Sub-Skill					
Legislation	Comply with Legislation	Comply with governing legislation	Seek legal interpretation and advice	Demonstrate familiarity with land claim negotiations and settlements	Demonstrate familiarity with self- government issues	Perform legislated duties	
		P S 5	P S 4	P S 4	P S 4	P S 4	
LEGILSATION	Legislation	Determine issues	Research legislation to determine policy or bylaw development	Draft policies, procedures and BCRs	Seek council approval of policies, procedures and by-laws	Implement policies, procedures and bylaws	Maintain policies and procedures manual
		P S 4	P S 4	P S 5	P S 4	P S 4	P S 3
		Maintain bylaw registry					
ADMINISTRATION	Manage Administrative Services	Manage the office	Prioritize issues	Manage resources	Maintain records and files	Inventory capital assets and supplies	Conduct research
		P S 4	P S 4	P S 4	P S 4	P S 4	P S 2
		Formulate legal, legislative and financial questions for opinion	Write proposals	Maintain computer systems	Determine computer hardware and software requirements	Help residents access government services	Fulfill essential services and functions
		P S 3	P S 5	P S 4	P S 4	P S 5	P S 5

Major Category	Skill	Sub-Skill					
ADMINISTRATION (cont.)	Manage Insurance Programs	Review insurance coverages	Implement loss-control systems	Obtain appraisals	Submit claims for adjustor		
		P S 4	P S 3	P S 3	P S 3		
	Develop Comprehensive Plan	Facilitate development of strategic plan	Assist with capital planning process	Develop human resource strategy	Schedule resources	Prepare contingency plans	Implement plans
		P S 5	P S 5	P S 4	P S 4	P S 4	P S 4
COUNCIL	Provide Support to Council	Conduct council orientation	Provide advice and guidance on conflict of interest	Communicate legislative requirements to council	Provide advice on policy, procedures and bylaw development	Assist in defining goals and objectives	Organize meetings and prepare agendas
		P S 4	P S 5	P S 5	P S 5	P S 5	P S 5
		Prepare briefing notes	Review minutes	Prepare decision summaries	Maintain minutes registry	Report general operations to council	Assign resource staff to committees
		P S 4	P S 4	P S 4	P S 4	P S 4	P S 3
		Communicate election requirements to council	Coordinate elections				
		P S 5	P S 5				

_							
Major Category	Skill	Sub-Skill					
LEADERSHIP ATTRIBUTES	Demonstrate Professional Behavior	Adapt to situations	Compromise	Demonstrate ethical behaviour	Manage stress	Take direction	Motivate staff
		P S 4	P S 4	P S 5	P S 4	P S 4	P S 5
		Demonstrate objectivity	Demonstrate dependability	Exercise judgment	Separate personal and professional life	Demonstrate fair, equitable and consistent behaviour	Pursue personal and professional development
		P S 5	P S 5	P S 5	P S 4	P S 5	P S 4
		Demonstrate accessibility	Delegate	Maintain confidentiality	Demonstrate proactive behaviour	Demonstrate creativity	Demonstrate patience
		P S 5	P S 4	P S 4	P S 4	P S 4	P S 4
		Demonstrate willingness to perform alternate duties as required	Maintain positive attitude	Demonstrate awareness of relevant trends and decisions	Make decisions	Manage time	Display tact
		P S 4	P S 4	P S 4	P S 4	P S 4	P S 4

Comments:

1.	Supervisor's comments
2. -	Expectations for the coming year/workplan

3.	Employee goals and objectives					
4.	Career Goals					
Г						
1						

5.	5. Recommended training				
6.	Employee Comments				
_	I.				
	Employee:	Supervisor:			
	Γitle:	Title:			
3	Signature:	Signature:			
I	Date:	Date:			