Name:			_
Period Covered:			_
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	Assist With Preparing The Budget	Estimate areas of revenue recovery plan Conduct analysis and cash flow Develop budgets for approval Review budgets	Calculate municipal services rates		
			P S 5		
		P S 5 P S 4 P S 5 P S 5 P S 5	P S 5		
		Establish policies and guidelines for unit costing and replacement			
		P S 4			
	Assist With Reviewing The Finances	Comply with Generally Accepted Accounting Principles Comply with financial guidelines and policies Comply with financial accounting systems Implement accounting accounting systems Systems Maintain accounting systems	Follow up on management letters		
		P S 5 P S 4 P S 4 P S 4	P S 4		
		Establish oversee fiscal pear-end audit controls Ensure collection of accounts receivable P S 4 P S 4 P S 4			
	Assist With Financial Analysis	Analyze financial accounts Ensure maximum return on investment quarterly and annually P S 4 P S 4 P S 2 P S 4			

Major Category	Skill	Sub-Skill Sub-Skill	
PROTECTIVE SERVICES	Assist With Implementing Civil Emergency Measures	emergency emergency for council practice plan for staff	e training
		Debrief situations P S 3	
OPERATIONS MANAGEMENT	Assist With Managing Operations	Manage road construction and maintenance Manage water, sewage and solid waste systems Manage airport construction and and services maintenance Manage airport construction and services agreem maintenance P S 2 P S 2 P S 2 P S 2 P	se
OPERATIONS MANAGEMENT (cont.)	Assist With Providing Municipal Services	Provide services programs and community programs programs through community agreements P S 4 P S 4 P S 4 P S 4 P	unity
COMMUNITCATIONS	Use Communications Skills	Practice listening skills Write business documents Resolve conflicts Demonstrate negotiation skills Make presentation presentation skills P S 4 P S 4 P S 4 P	Facilitate workshops 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				
	Demonstrate Awareness Of Political Environment	Practice cross cultural awareness and sensitivity P S 3	Observe traditional values P S 5	Demonstrate awareness of political initiatives P S 5					
Human Resource Management	Assist With Managing Human Resources	Write job descriptions and skills profiles	Recruit staff	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						
		P S 3	P S 4						
	Assist With Supervising Staff	Provide direct supervisions	Schedule staff	Delegate work assignments	Promote workplace performance	Initiate conflict resolution	Conduct staff meetings		
		P S 5	P S 4	P S 4	P S 4	P S 4	P S 4		

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	
		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 P S 4					
ADMINISTRATION	Assist With Managing 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		Su	b-Skill																					
ADMINISTRATION (cont.)	Assist With Managing Insurance Programs	Rev insu cove	irand		los		ment ontrol ns	3	Obta appra	aisal	s S	3	Sub for a			r									
	Assist With Developing Comprehensive Plan	stra	elop	ment of c plan	capro			ning	Deve resou strate	urce	hun	nan	Sch		-		co pla	nti				lm _l	olem ns		
		Р		S 5	Р		S	5	Р	,	S	4	Р		S	4	Р		,	S	4	Р		S	4
COUNCIL	Assist With Support To Council	Con cou orie	ncil		an on	d gu	e adv uidanc offlict o	е	Com legisl requi coun	lative ireme	Э		on p	oolic cedu aw	y, ures	vice s and ent	de	fin	st in ing g objec			me pre	ganiz eting epare enda	gs ar	
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		elec requ cou	tion uiren	ments to	ele	ordi																			
		Р		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

S 4 P

S 4 P

S 4 P

S 4 P

S 4

S 4 P

Comments:

1.	Supervisor's comments
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2.	Expectations for the coming year/workplan
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3.	Employee goals and objectives
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4.	Career Goals
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5.	Recommended training	
6.	Employee Comments	
E	Employee:	Supervisor:
-	Fitle:	Title:
3	Signature:	Signature:
[Date:	Date: