	Personal/Position Information	
D W		
Titlo		

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 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.

- 1 Needs significant improvement employee is unable to complete task or perform function in a satisfactory manner even though assistance is routinely provided
- $2-\mbox{Needs}$ 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

- 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	Perform cash	Follow GAAP Collect and Monitor
	management	deposit funds spending
		P S 5 P S 5 P S 5 P S 5 F S
	Administer	Order office Prepare Assist with
	finances	supplies financial preparation
		corresponden for audit ce
1		P S 4 P S 5
ı	Administer the	Set up Process TD1s Calculate Calculate Calculate group Calculate
	payroll system	Set up Process TD1s Calculate Calculate Group Calculate employee files Salary Employee Insurance plan Process TD1s Calculate Employee Insurance Plan Process TD1s Calc
		benefits contributions contributions
		P S 5 P S 5 P S 5 P S 4 P S 4 P S 4
		Calculate Calculate Verify time Process/ Verify data Prepare WCB
		source and payroll tax sheets input payroll entries premium
		misc. on ACCPAC reports
		deductions
		Prepare and
		remit source remit payroll time deductions tax
		Control Cont

Major Category	Skill	Sub-Skill					
major Jarogory							
3	dminister the ayroll system	Update leave credits	Compile monthly attendance summary	Issue year end attendance summary	Prepare T4 and T4as	Issue T4 and T4a summaries	Issue record of employment
		P S 5	P S 4	P S 5	P S 5	P S 5	P S 5
		Prepare casual payroll pay sheets P S 5	Verify coding of pay sheets P S 5	Obtain signatures P S 5	Batch pay sheets for data entry P S 5	Prepare cheques for signature	
M	lanage projects	Monitor contracts P S 4	Pay contractors P S 4				
	rocess financial ansactions	Input opening entries	Enter budgets	Input adjusting entries	Prepare general ledger listings	Prepare trial balances	Reconcile bank statements
		P S 5	P S 5	P S 5	P S 5	P S 5	P S 5
		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 4	P S 5	P S 5	P S 5	P S 5
tra (a	rocess financial ransactions accounts ayable)	Prepare purchase orders	Cross reference documents	Prepare cheques P S 5	Issue cheques	Process purchase orders	Verify disbursement s

Major Category	Skill	Sub-Skill
Financial Management	Process financial transactions (accounts payable)	Reconcile payable Reconcile petty cash Prepare aged vendor listing Prepare AP journal summaries Record all cheques in log book
		P
		Maintain listing of updated vendor files payable and file numbers
		P S 4 P S 5 F S 5 P S 5 P S 5 P S 5 F S 5 F S 5 F S 5 F S 5 F S 5 F S 5 F S
		Issue receipts
		P S 5 P S
	Prepare financial report	Prepare Present Present Present Remit Goods Review quarterly reports sheets reports Present quarterly reports Present quar
		P S 4 P S 4 P S 4 P S 4 P S 4 P S 4
		Print monthly Distribute Check financial monthly balances reports financial against reports monthly reports
		P S 4 P S 5

Major Category	Skill	Sub-Skill Sub-Skill
Financial Management	Possess knowledge of financial management	Possess knowledge of accounts payablePossess knowledge of accountsPossess knowledge of accounts receivablePossess knowledge of general ledger systemsPossess knowledge of
		Possess knowledge of financial systems Possess knowledge of bookkeeping procedures P S 4 P S 5 P S 3
Administrative Support	Perform administrative tasks	Greet the public calls Take messages Direct inquiries Propriate Corresponden ce, reports and other documents
		P S 5 P S 5 P S 5 P S 5 P S 5 P S 5 P S 5 P S 3 Data enter information Maintain office files Perform errands in and out of the office Maintain a bring forward system Open the mail Date stamp the mail
		P S 3 P S 3 P S 4 P
Executive Functions/Council Support	Ensure compliance	P S 4 P S

	Skill	Sub-Skill					
Major Category							
	Possess	Possess	Possess				
	knowledge of	knowledge of	knowledge of				
	council systems	council	committee				
		systems	systems				
		P S 3	P S 3				
Perform administrative	Maintain	Maintain	Maintain	Maintain stock	Take		
functions	inventories	purchase	capital asset	inventory	inventory		
		order system	inventory				
		P S 3	P S 4	P S 4	P S 4		
Perform administrative	Schedule work	Follow work	Organize		1	<u> </u>	
functions	Scriedule WOLK	plans	tasks				
TUTICUOTIS		piaris	lasks				
		P S 4	P S 4				
	Manage contracts	Assist with			T	T	
	manage contracts	preparation					
		and					
		advertising of					
		tender					
		documents					
		P S 3					
Technical Skills	Possess	lise word	Ilse	llse database	Lise utility	Operate e-	Operate the
Technical Skills	Possess	Use word	Use spreadsheet	Use database	Use utility	Operate e-	Operate the
Technical Skills	Possess computer skills	processing	spreadsheet	software	software	mail and	computerized
Technical Skills		processing software	spreadsheet software				computerized maintenance
Technical Skills		processing	spreadsheet	software	software	mail and	computerized maintenance management
Technical Skills		processing software programs	spreadsheet software programs	software programs	software program	mail and Internet	computerized maintenance management system
Technical Skills		processing software	spreadsheet software	software	software	mail and	computerized maintenance management system
Technical Skills		processing software programs	spreadsheet software programs P S 4	software programs P S 4	software program	mail and Internet	computerized maintenance management system
Technical Skills		processing software programs P S 3	spreadsheet software programs	software programs	software program	mail and Internet	computerized maintenance management system
Technical Skills		processing software programs P S 3 Operate	spreadsheet software programs P S 4 Operate Simply	software programs P S 4 Operate	software program	mail and Internet	computerized maintenance management system
Technical Skills		processing software programs P S 3 Operate computerized	spreadsheet software programs P S 4 Operate	software programs P S 4 Operate	software program	mail and Internet	computerized maintenance management system

Major Category	Skill	Sub-Skill					
Human Resource	Work in a team	Work	Oversee				
Management	environment	cooperatively	casual				
J		with other	employees				
		P S 5	P S 3				
			1	T	•		
Human Resource	Administer	Administer	Administer	Maintain			
Management	personnel	personnel	employee	personnel			
	policies	policies	benefit plans	records			
		P S 4	P S 4	P S 5	5		
Communication	Use effective	Read and	Write clearly	Practice	Speak		
	communication	comprehend	and concisely	listening skills			
		business	1				
		documents					
		P S 4	P S 3	P S 4	1 P S 4	PS	PS
		<u> </u>	1. 1 10 10	1. 1 191		1. 1 191	1. 1 191
	Maintain public	Maintain	Maintain				
	relations	customer	tenant				
		service	relations				
		P S 5	P S 4				
			<u> </u>				
	Demonstrate	Manage	Take direction	Motivate	Demonstrate	Maintain	Make
	good work habits	stress		self	dependability	confidentiality	decisions
					and		
					accountability		

Major Category	Skill	Sub-Skill
Professionalism	Demonstrate good work habits	Manage timeDemonstrate willingness to perform alternate duties as requiredDemonstrate punctualityDemonstrate flexibilityDemonstrate organizational abilitiesWork with minimal supervisionPS4PS5PS4PS5
		Meet deadlines Employ analytical skills Demonstrate responsibility player Be a team player P S 5 P S 5 P S 5 P S 5
	Possess cultural and political knowledge	Practice cross Be familiar Demonstrate cultural skills with political situation with political skills with pol
	Demonstrate positive personal attributes and ethical behaviour	Accept change
		P S 4 P S 4 P S 4 P S 5
Professionalism	Demonstrate positive personal attributes and ethical behaviour	Maintain a Demonstrate Possess positive honesty sense of humour P S 4 P S 5 P S 4
	Respect self and others	Display tact Cooperate with others P S 4 P S 4 P S 4 P S 4 P S 4

Comments:

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

3.	Employee goals and objectives
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L	
4.	Career Goals

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