

**FIRST NATION ADMINISTRATOR
Training Needs Assessment Evaluation Form**

Name: _____

Period Covered: _____

Position: _____

Reviewed by: _____

Title: _____

Position Start Date: _____

Community: _____

Region: _____

FIRST NATION ADMINISTRATOR Training Needs Assessment 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:

- 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.

FIRST NATION ADMINISTRATOR

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Major Category	Skill	Sub-Skill																							
FINANCIAL MANAGEMENT	Prepare budget	Estimate areas of revenue	Develop deficit recovery plan	Conduct analysis and cash flow forecasting	Develop budgets for approval	Review budgets	Calculate municipal services rates																		
		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																				
	Review Finances	Comply with Generally Accepted Accounting Principles	Comply with financial guidelines and policies	Implement accounting systems	Maintain accounting systems	Oversee payroll function	Follow up on management letters																		
		P		S	5	P		S	5	P		S	4	P		S	4	P		S	4	P		S	4
		Establish internal controls	Oversee fiscal year-end audit	Ensure collection of accounts receivable																					
		P		S	4	P		S	4	P		S	4												
	Perform Financial Analysis	Analyze financial reports monthly, quarterly and annually	Analyze aged accounts	Ensure maximum return on investment	Recommend budget changes																				
		P		S	4	P		S	4	P		S	2	P		S	4								

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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	Observe traditional values	Demonstrate awareness of political initiatives													
		P S 3	P S 5	P S 5												
Human Resource Management	Manage 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														
Supervise 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									

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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				
LEGISLATION	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																							
		P		S	4																				
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	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

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Comments:

1. Supervisor's comments

2. Expectations for the coming year/workplan

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3. Employee goals and objectives

4. Career Goals

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5. Recommended training

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6. Employee Comments

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