

**LAND ADMINISTRATION OFFICER
Training Needs Assessment Evaluation Form**

Personal/Position Information

Name: _____

Period Covered: _____

Position: _____

Reviewed by: _____

Title: _____

Position Start Date: _____

Community: _____

Region: _____

LANDS 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: (P)

Each competency is to be rated as follows: (S)

- 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

- 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.

LAND ADMINISTRATION OFFICER Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill																							
Community Planning	Assist with community planning process	Describe importance of community planning	Identify stakeholders in community planning	Provide assistance with aspects of community planning	Describe community land-use legislation	Process amendments to community land-use legislation	Assist with update of community plans																		
		P		S	4	P		S	4	P		S	4	P		S	4	P		S	4	P		S	4
		Training Requested?																							
Maps, Plans and Photography	Interpret maps, plans, air photography and satellite imagery	Describe typical maps, plans, air photography and satellite imagery	Interpret maps	Interpret plans	Read maps and plans																				
		P		S	4	P		S	4	P		S	4	P		S	4								
		Training Requested?																							
Maps, Plans and Photography cont'd	Locate lot	List survey equipment	Identify lot	Create sketches																					
		P		S	4	P		S	4	P		S	4												
		Training Requested?																							
Land Applications	Process applications	Identify stakeholders with authority in land issues	Receive applications	Determine land ownership	Conduct research	Confirm application complies with land-use guidelines	Perform site inspection																		
		P		S	5	P		S	5	P		S	5	P		S	5	P		S	5	P		S	5
		Training Requested?																							
			Consult stakeholders with authority in land issues	Submit application to governing authority	Reject or approve land applications	Draft document	Execute documents with MACA	Process document with MACA																	
			P		S	5	P		S	5	P		S	5	P		S	5	P		S	5	P		S

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Major Category	Skill	Subskill												
Land Management cont'd	Monitor approved activities	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Enforce terms and conditions of documents</td> <td style="width: 25%;">Process renewal or cancellation of interest in land</td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> <tr> <td>P S 4</td> <td>P S 4</td> <td></td> <td></td> </tr> </table>	Enforce terms and conditions of documents	Process renewal or cancellation of interest in land			P S 4	P S 4						
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P S 4	P S 4													
Training Requested?														
	Comply with legislation	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Adhere to legislation</td> <td style="width: 25%;">Develop bylaws and Band Council Resolutions (BCR)</td> <td style="width: 25%;">Process appeals</td> <td style="width: 25%;"></td> </tr> <tr> <td>P S 4</td> <td>P S 4</td> <td>P S 4</td> <td></td> </tr> </table>	Adhere to legislation	Develop bylaws and Band Council Resolutions (BCR)	Process appeals		P S 4	P S 4	P S 4					
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P S 4	P S 4	P S 4												
Training Requested?														
Communication	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%;">Assist with community events</td> <td style="width: 25%;">Liaise with community organizations and agencies</td> <td style="width: 25%;"></td> </tr> <tr> <td>P S 4</td> <td>P S 4</td> <td>P S 4</td> <td></td> </tr> </table>	Maintain customer service	Assist with community events	Liaise with community organizations and agencies		P S 4	P S 4	P S 4					
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P S 4	P S 4	P S 4												
Training Requested?														
	Provide information	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Provide education about programs and services</td> <td style="width: 25%;">Develop information pamphlets and brochures</td> <td style="width: 25%;">Perform public speaking duties</td> <td style="width: 25%;">Perform public relations duties</td> </tr> <tr> <td>P S 4</td> <td>P S 4</td> <td>P S 4</td> <td>P S 4</td> </tr> </table>	Provide education about programs and services	Develop information pamphlets and brochures	Perform public speaking duties	Perform public relations duties	P S 4	P S 4	P S 4	P S 4				
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P S 4	P S 4	P S 4	P S 4											
Training Requested?														
Legislation	Comply with policies and regulations	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Comply with territorial acts and regulations</td> <td style="width: 16.6%;">Comply with federal acts and regulations</td> <td style="width: 16.6%;">Comply with municipal acts and regulations</td> <td style="width: 16.6%;">Comply with council resolutions and policies</td> <td style="width: 16.6%;">Seek legal interpretation and advice</td> <td style="width: 16.6%;">Research legislation to develop policies or bylaws</td> </tr> <tr> <td>P S 5</td> <td>P S 5</td> <td>P S 5</td> <td>P S 5</td> <td>P S 5</td> <td>P S 5</td> </tr> </table>	Comply with territorial acts and regulations	Comply with federal acts and regulations	Comply with municipal acts and regulations	Comply with council resolutions and policies	Seek legal interpretation and advice	Research legislation to develop policies or bylaws	P S 5	P S 5	P S 5	P S 5	P S 5	P S 5
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P S 5	P S 5	P S 5	P S 5	P S 5	P S 5									
Training Requested?														

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Major Category	Skill	Subskill
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Professionalism

Demonstrate good work habits

Manage stress	Take direction	Motivate self	Demonstrate dependability and accountability	Maintain confidentiality	Make decisions
P S 4	P S 4	P S 4	P S 5	P S 5	P S 4

Manage time	Demonstrate willingness to perform alternate duties as required	Demonstrate punctuality	Demonstrate flexibility	Demonstrate organizational abilities	Work with minimal supervision
P S 4	P S 4	P S 5	P S 4	P S 5	P S 5

Meet deadlines	Employ analytical skills	Demonstrate responsibility	Be a team player	Cooperate with others	Respond positively to others
P S 5	P S 5	P S 5	P S 5	P S 5	P S 5

Demonstrate positive personal attributes and ethical behaviour

Accept change	Adapt to situations	Compromise	Separate personal and professional life	Pursue personal and professional development	Demonstrate patience
P S 4	P S 4	P S 4	P S 4	P S 4	P S 5

Demonstrate positive personal attributes and ethical behaviour

Maintain a positive attitude	Demonstrate honesty	Possess sense of humour	Display tact	Demonstrate diplomacy	Demonstrate courtesy
P S 4	P S 5	P S 4			

**LAND ADMINISTRATION OFFICER
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Comments:

1. Supervisor's comments

2. Expectations for the coming year/work plan

**LAND ADMINISTRATION OFFICER
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3. Employee goals and objectives

4. Career Goals

LAND ADMINISTRATION OFFICER Training Needs Assessment Evaluation Form

5. Recommended training

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6. Employee Comments

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