

**LANDS CLERK
Training Needs Assessment Evaluation Form**

Personal/Position Information

Name: _____

Period Covered: _____

Position: _____

Reviewed by: _____

Title: _____

Position Start Date: _____

Community: _____

Region: _____

LANDS CLERK

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 the task or perform the function in a satisfactory manner even though assistance is routinely provided
- 2 – Needs improvement - employee can complete the task or perform the function with considerable assistance
- 3 – Satisfactory – employees can complete the task or perform the function in a satisfactory manner with little or no assistance
- 4 – Very good – employee consistently completes the task or performs the function in an above average manner with little or no assistance
- 5 – Outstanding – employee consistently completes the task or performs the 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.

LANDS CLERK

Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill												
Land Administration	Perform administrative duties	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Maintain lands filing system</td> <td style="width: 16.6%;">Manage lands documents and files</td> <td style="width: 16.6%;">Review policies and procedures</td> <td style="width: 16.6%;">Administer Lease agreements and contracts</td> <td style="width: 16.6%;">Administer records of lease agreements</td> <td style="width: 16.6%;">Administer other land use documents</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>	Maintain lands filing system	Manage lands documents and files	Review policies and procedures	Administer Lease agreements and contracts	Administer records of lease agreements	Administer other land use documents	P S 5	P S 5	P S 5	P S 5	P S 5	P S 5
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Maps, Plans And Photography	Interpret Maps, Plans, Air Photography and Satellite Imagery	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Describe typical maps, plans, air photography and satellite imagery</td> <td style="width: 16.6%;">Interpret maps</td> <td style="width: 16.6%;">Interpret plans</td> <td style="width: 16.6%;">Read maps and plans</td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> </tr> <tr> <td>P S 4</td> <td>P S 4</td> <td>P S 4</td> <td>P S 5</td> <td></td> <td></td> </tr> </table>	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 5		
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Land Applications	Process applications	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Consult stakeholders with authority in land issues</td> <td style="width: 16.6%;">Submit application to governing authority</td> <td style="width: 16.6%;">Draft document</td> <td style="width: 16.6%;">Execute land use documents including lease agreements, agreements for sale and land transfers</td> <td style="width: 16.6%;">Process document with MACA or regulatory body</td> <td style="width: 16.6%;"></td> </tr> <tr> <td style="text-align: center;">P S 5</td> <td style="text-align: center;">P S 4</td> <td style="text-align: center;">P S 5</td> <td style="text-align: center;">P S 5</td> <td style="text-align: center;">P S 5</td> <td style="text-align: center;"> </td> </tr> </table>	Consult stakeholders with authority in land issues	Submit application to governing authority	Draft document	Execute land use documents including lease agreements, agreements for sale and land transfers	Process document with MACA or regulatory body		P S 5	P S 4	P S 5	P S 5	P S 5	
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Development Appeal Process	Administer the Development Appeal Process	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Explain the appeal process to applicants</td> <td style="width: 16.6%;">Prepare appeal packages for the Development Appeal Board</td> <td style="width: 16.6%;">Send out notices to required parties</td> <td style="width: 16.6%;">Schedule and advertise meeting dates</td> <td style="width: 16.6%;">Attend meetings and prepare minutes</td> <td style="width: 16.6%;">Maintain a record of decisions and inform parties of the decisions</td> </tr> <tr> <td style="text-align: center;">P S 5</td> <td style="text-align: center;">P S 5</td> <td style="text-align: center;">P S 5</td> <td style="text-align: center;">P S 4</td> <td style="text-align: center;">P S 5</td> <td style="text-align: center;">P S 5</td> </tr> </table>	Explain the appeal process to applicants	Prepare appeal packages for the Development Appeal Board	Send out notices to required parties	Schedule and advertise meeting dates	Attend meetings and prepare minutes	Maintain a record of decisions and inform parties of the decisions	P S 5	P S 5	P S 5	P S 4	P S 5	P S 5
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Taxation Assessments	Administer taxation assessments	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Enter assessments into the computer system</td> <td style="width: 16.6%;">Balance assessments with MACA files</td> <td style="width: 16.6%;">Send out notices of assessments</td> <td style="width: 16.6%;">Maintain records of payment and notify of overdue payments</td> <td style="width: 16.6%;">Receive and process assessment appeals</td> <td style="width: 16.6%;">Administer the sale of public property</td> </tr> <tr> <td style="text-align: center;">P S 5</td> <td style="text-align: center;">P S 5</td> <td style="text-align: center;">P S 5</td> <td style="text-align: center;">P S 4</td> <td style="text-align: center;">P S 5</td> <td style="text-align: center;">P S 5</td> </tr> </table>	Enter assessments into the computer system	Balance assessments with MACA files	Send out notices of assessments	Maintain records of payment and notify of overdue payments	Receive and process assessment appeals	Administer the sale of public property	P S 5	P S 5	P S 5	P S 4	P S 5	P S 5
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Rezoning And By-Laws	Process rezoning and land use by-law amendments	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Research proposed rezoning and ask for planner's reports</td> <td style="width: 16.6%;">Prepare rezoning report for council</td> <td style="width: 16.6%;">Prepare amendments to by-laws</td> <td style="width: 16.6%;">Advertise for public meetings and send out notices</td> <td style="width: 16.6%;">Forward notices to MACA</td> <td style="width: 16.6%;">Maintain records of rezoning</td> </tr> <tr> <td style="text-align: center;">P S 4</td> <td style="text-align: center;">P S 4</td> <td style="text-align: center;">P S 4</td> <td style="text-align: center;">P S 4</td> <td style="text-align: center;">P S 4</td> <td style="text-align: center;">P S 4</td> </tr> </table>	Research proposed rezoning and ask for planner's reports	Prepare rezoning report for council	Prepare amendments to by-laws	Advertise for public meetings and send out notices	Forward notices to MACA	Maintain records of rezoning	P S 4	P S 4	P S 4	P S 4	P S 4	P S 4
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Communication	Use effective communication	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Read and comprehend business documents</td> <td style="width: 16.6%;">Write clearly and concisely</td> <td style="width: 16.6%;">Practice listening skills</td> <td style="width: 16.6%;">Speak effectively</td> <td style="width: 16.6%;">Make presentations</td> <td style="width: 16.6%;">Demonstrate negotiation skills</td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> </tr> </table>	Read and comprehend business documents	Write clearly and concisely	Practice listening skills	Speak effectively	Make presentations	Demonstrate negotiation skills	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	
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Maintain public relations	Maintain public relations	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Maintain customer service</td> <td style="width: 16.6%;">Assist with community events</td> <td style="width: 16.6%;">Liaise with community organizations and agencies</td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td></td> <td></td> <td></td> </tr> </table>	Maintain customer service	Assist with community events	Liaise with community organizations and agencies				P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5				
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Professionalism	Demonstrate good work habits	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Manage stress</td> <td style="width: 16.6%;">Take direction</td> <td style="width: 16.6%;">Be self-motivated</td> <td style="width: 16.6%;">Be depended-able</td> <td style="width: 16.6%;">Maintain confidentiality</td> <td style="width: 16.6%;">Make effective decisions</td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> </tr> </table>	Manage stress	Take direction	Be self-motivated	Be depended-able	Maintain confidentiality	Make effective decisions	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4	
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Demonstrate positive personal attributes and ethical behaviour	Demonstrate positive personal attributes and ethical behaviour	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Accept change</td> <td style="width: 16.6%;">Adapt to situations</td> <td style="width: 16.6%;">Compromise</td> <td style="width: 16.6%;">Separate personal and professional life</td> <td style="width: 16.6%;">Take training</td> <td style="width: 16.6%;">Be patient</td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> </tr> </table>	Accept change	Adapt to situations	Compromise	Separate personal and professional life	Take training	Be patient	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	
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Professionalism	Demonstrate positive personal attributes and ethical behaviour	Maintain a positive attitude	Be honest	Possess a sense of humour																																												
			P	S	5	P	S	5	P	4	S	4																																				
		Respect self and others	Display tact	Cooperate with others	Respond positively to others	Be courteous																																										
			P	S	5	P	S	5	P	S	5	P	S	4																																		
	Possess cultural and political knowledge	Practice cross cultural skills	Be familiar with political situation	Demonstrate awareness of traditional knowledge	Possess knowledge of community																																											
		P	S	5	P	S	4	P	S	4	P	S	4																																			
	Demonstrate leadership skills	Demonstrate fair, equitable and consistent behaviour	Be accessible	Seek professional and technical advice																																												
		P	S	5	P	S	5	P	S	5																																						

**LANDS CLERK
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Comments:

1. Supervisor's Comments

2. Expectations For The Coming Year/Workplan

**LANDS CLERK
Training Needs Assessment Evaluation Form**

3. Employee Goals And Objectives

4. Career Goals

LANDS CLERK 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: