Name:	 	 	
Period Covered:	 	 	
Position:	 	 	
Reviewed by:			
- -			
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 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.

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

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	Subskill					
Manage the Store	Perform administrative tasks	Greet the public	Provide customer assistance	Maintain cleanliness and order in the store	Data enter information	Maintain office files	Complete Canada Post duties
	11	P S 5	P S 5	P S 5	P S 4	P S 4	P S 5
Order stock	Maintain inventories	Take inventory	Order groceries and stock	Check stock received against invoices			
		P S 3	P S 3	P S 3			
	Schedule work	Follow work plans	Organize tasks				
		P S 4	P S 4				
Financial Management	Maintain accounts	Mark up prices on goods	Record mark ups in the log book	Receive cash and provide correct change	Balance cash receipts	Make deposits	
		P S 4	P S 4	P S 5	P S 4	P S 5	
		Maintain a manual general ledger	Operate the cash register	Maintain charges and receipts on accounts	Write receipts for the gas bar	Write receipts for the store	Cash cheques for First Nations members

Ρ

S 4

Ρ

S 3

Ρ

S 4 P

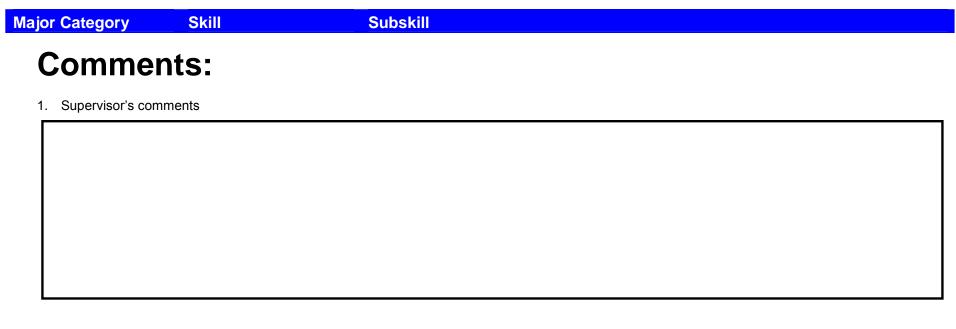
S 3 P

S 3

Ρ

S 4

Major Category	Skill	Subskill
		Keep track of Process Make cash Process GST Write and Keep track of
		credit for money orders deposits distribute payments
		Elders customer made to
		statements suppliers
		P S 4 P S
Communication	Use effective	Read and Practice Speak Maintain
Communication	communication	Read andPracticeSpeakMaintaincomprehendlistening skillseffectivelycustomer
	communication	business service
		documents
		P S 4 P S 4 P S 4 P S 4 P S 4 P S 4 S 4
Professionalism	Demonstrate	Manage Take direction Motivate self Demonstrate Maintain Make
	good work habits	stress dependability confidentiality decisions
		P S 4 P S 4 P S 4 P S 5 P S 3
		Managa tima Darfarm Domanatrata Domanatrata Domanatrata Mark with
		Manage timePerformDemonstrateDemonstrateDemonstratealternatepunctualityflexibilityorganizationalminimal
		duties puricidanty nexibility organizational minimal
		P S 4 P S 5 P S 4 P S 4
		Meet Employ Demonstrate Be a team
		deadlines analytical responsibility player
		skills
		P S 4 P S 3 P S 4 P S 4 P



2. Expectations for the coming year/workplan

Major	Category	Skill	Subskill	
2				
3. Г	Employee goals a	and objectives]

4. Career Goals

Major C	ategory	Skill	Subskill
5. R	ecommended train	ing	
		0	
6. Ei	mployee Comment	S	

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