



WESTBANK
FIRST NATION

Community. Leadership. Pride.

Westbank First Nation Personnel Performance Evaluation Form

Non-Management Employees

Employee Name:

Department:

Job Title:

Supervisor's Name & Title:

Type of Review:

Review Period:

Objective: The primary purpose of this performance evaluation is to provide a formal opportunity for open communication between a supervisor and an employee about feedback and expectations regarding performance. This process is meant to be informative, instructive and to provide a clear understanding between a supervisor and an employee about the performance.

This document will be used as the primary **PERFORMANCE EVALUATION** tool. In order to prepare for and to complete this evaluation, you will require:

- a current job description
- current work/development plans
- Personnel Policy Manual
- Oath of Confidentiality

The **PERFORMANCE EVALUATION** is completed for the year long period preceding the last evaluation date. It is essential that the "comments" section of each rating factor be completed. It is also important to document key accomplishments from the previous year and goals and objectives, including training/development needs, for the coming year in this form. The completed evaluation is then discussed with the employee. Signatures are required from both parties to acknowledge the discussion and the receipt of the completed performance evaluation form.

Scale:

5- Outstanding

- Individual in this category demonstrated exceptional ability to exhibit organizational values.
- All Job Competence requirements, planned goals and objectives were achieved well above expectations
- Accomplishments were made in unexpected areas.

4-Exceeds Expectations

- Individuals in this category consistently exceed expectations in most of the organizational values.
- All requirements were met and goals and objectives were achieved above the established standards.

3- Solid Performer

- Individuals in this category consistently meet expectations and at times exceed them in demonstrating organizational values.
- The requirements of performance were met and goals and objectives were achieved.

2- Developing Performer

- A rating at this level reflects that the individual is in a growth and learning mode in terms of organizational values and/or Job Competence.
- Greater growth and development in the role can and are in the process of being achieved.
- Developmental goals and skills development support will help this individual continue to learn and grow their capabilities.
- New employees, newly promoted employees, or transferred employees tend to fall into the growth and development mode.
- *Support: requires support in the form of coaching and feedback to continue making progress.*

1-Improvement Required

- Performance is somewhat below expectations for full competence, but some elements of satisfactory performance are exhibited.
- A rating at this level anticipates that improvement is achievable.
- This rating requires that a performance support plan be written.
- *Supervision: Requires greater than usual time and attention by supervisor.*

PART I

General Performance Areas: Indicate the performance level rating for each of the following categories. Comments must be entered and be related to the performance factor. **The performance standards (as listed below each of the 8 evaluation factors) are examples only. You may add other examples in the comments sections.**

| | | | | | |
|--|--|--|---|--|---|
| Job Skills and Knowledge | Employee Comments: | | | | |
| Possesses sufficient job skills to carry out job duties Has in-depth knowledge of WFN and its business operations Applies job skills and knowledge | Supervisor Comments: | | | | |
| <i>For supervisor's use only</i> | 1 <input type="checkbox"/> Improvement Required | 2 <input type="checkbox"/> Developing Performer | 3 <input type="checkbox"/> Solid Performer | 4 <input type="checkbox"/> Exceeds Expectations | 5 <input type="checkbox"/> Outstanding |
| Planning and Organizing | Employee Comments: | | | | |
| Aligns work/development plans with departmental strategic plan Work/development plan is practical and measurable Plans and prioritizes workload | Supervisor Comments: | | | | |
| <i>For supervisor's use only</i> | 1 <input type="checkbox"/> Improvement Required | 2 <input type="checkbox"/> Developing Performer | 3 <input type="checkbox"/> Solid Performer | 4 <input type="checkbox"/> Exceeds Expectations | 5 <input type="checkbox"/> Outstanding |

| | | | | | |
|---|---|---|--|---|--|
| <p>Communications</p> | Employee Comments: | | | | |
| <p>Develops and maintains effective working relationships</p> <p>Communicates clearly and effectively, verbally and in writing</p> <p>Works to resolve difficult issues</p> | Supervisor Comments: | | | | |
| <p><i>For supervisor's use only</i></p> | <p>1 <input type="checkbox"/></p> <p>Improvement Required</p> | <p>2 <input type="checkbox"/></p> <p>Developing Performer</p> | <p>3 <input type="checkbox"/></p> <p>Solid Performer</p> | <p>4 <input type="checkbox"/></p> <p>Exceeds Expectations</p> | <p>5 <input type="checkbox"/></p> <p>Outstanding</p> |
| <p>Quality of Work</p> | Employee Comments: | | | | |
| <p>Timely, accurate and thorough deliverables</p> <p>Exhibits professionalism, verbal and written</p> <p>Strives to improve work performance</p> | Supervisor Comments: | | | | |
| <p><i>For supervisor's use only</i></p> | <p>1 <input type="checkbox"/></p> <p>Improvement Required</p> | <p>2 <input type="checkbox"/></p> <p>Developing Performer</p> | <p>3 <input type="checkbox"/></p> <p>Solid Performer</p> | <p>4 <input type="checkbox"/></p> <p>Exceeds Expectations</p> | <p>5 <input type="checkbox"/></p> <p>Outstanding</p> |

| | | | | | |
|---|---|---|--|---|--|
| <p align="center">Initiative</p> | <p>Employee Comments:</p> | | | | |
| <p>Problem solves using solution oriented ideas</p> <p>Active participant in departmental/organization activities</p> <p>Actively works to improve own and WFN capacity</p> | <p>Supervisor Comments:</p> | | | | |
| <p><i>For supervisor's use only</i></p> | <p align="center">1 <input type="checkbox"/></p> <p align="center">Improvement Required</p> | <p align="center">2 <input type="checkbox"/></p> <p align="center">Developing Performer</p> | <p align="center">3 <input type="checkbox"/></p> <p align="center">Solid Performer</p> | <p align="center">4 <input type="checkbox"/></p> <p align="center">Exceeds Expectations</p> | <p align="center">5 <input type="checkbox"/></p> <p align="center">Outstanding</p> |
| <p align="center">Work Habits</p> | <p>Employee Comments:</p> | | | | |
| <p>Shows good attendance, including punctuality</p> <p>Respects and follows WFN policies, procedures and protocols</p> <p>Follows instructions through to task completion</p> | <p>Supervisor Comments:</p> | | | | |
| <p><i>For supervisor's use only</i></p> | <p align="center">1 <input type="checkbox"/></p> <p align="center">Improvement Required</p> | <p align="center">2 <input type="checkbox"/></p> <p align="center">Developing Performer</p> | <p align="center">3 <input type="checkbox"/></p> <p align="center">Solid Performer</p> | <p align="center">4 <input type="checkbox"/></p> <p align="center">Exceeds Expectations</p> | <p align="center">5 <input type="checkbox"/></p> <p align="center">Outstanding</p> |

| | | | | | |
|--|---|---|--|---|---|
| Demeanour | Employee Comments: | | | | |
| Treats all WFN stakeholders respectfully Engaged in carrying out job responsibilities Dependable | Supervisor Comments: | | | | |
| <i>For supervisor's use only</i> | 1 <input type="checkbox"/> Improvement Required | 2 <input type="checkbox"/> Developing Performer | 3 <input type="checkbox"/> Solid Performer | 4 <input type="checkbox"/> Exceeds Expectations | 5 <input type="checkbox"/> Outstanding |

Overall Rating *(for supervisor's use only)*

| | | | | |
|---|---|--|---|---|
| Improvement Required <input type="checkbox"/> | Developing Performer <input type="checkbox"/> | Solid Performer <input type="checkbox"/> | Exceeds Expectations <input type="checkbox"/> | Outstanding <input type="checkbox"/> |
|---|---|--|---|---|

PART II

Key Accomplishments

Employee's Comments:

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Supervisor's Comments:

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PART III

| | | |
|---|-----------------------|----------------------|
| Job Description Reviewed NOTE: If revised, please submit a copy to Human Resources | Supervisor's Initials | <input type="text"/> |
| | Employee's Initials | <input type="text"/> |
| Personnel Policy Reviewed | Supervisor's Initials | <input type="text"/> |
| | Employee's Initials | <input type="text"/> |
| Oath of Confidentiality | Supervisor's Initials | <input type="text"/> |
| | Employee's Initials | <input type="text"/> |
| 2015/2016 Work & Development Plans Reviewed | Supervisor's Initials | <input type="text"/> |
| | Employee's Initials | <input type="text"/> |

Performance Evaluation: I have reviewed and discussed my performance with my supervisor. I have a clear understanding of what is expected of me in the upcoming evaluation period. My signature below constitutes my agreement with the evaluation, unless otherwise noted in the employee comments sections and it also confirms that I have reviewed the evaluation and discussed it with my supervisor.

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Next Level of Management:

Name: _____ Title: _____

_____ Date: _____