## Leech Lake Band of Ojibwe Employee Performance Review

All information on this form will be STRICTLY CONFIDENTIAL. The Immediate supervisor should evaluate the employee objectively comparing him/her with other employees of comparable work levels with other personnel assigned the same or similar classified jobs or with individual standards.

Employee:		Supervisor:	
(print name)		(print	name)
Division:		Dept	
Position:		Appraisal Date:	
Date Review with Employee:		Job description attached?	Yes No
Reasons for Review (x) Annual		90-Day Introductory	Other
Human Resources Use Only	Anniversary Date:	Total Service Y	ears:

<u>Instructions</u>: Carefully review the employee's work performance in relation to the essential functions of the job. Record the rating that indicates the employee's performance. Indicate N/A if not applicable. Provide supportive examples or comments, attaching additional pages if necessary.

## Scoring: Definition of Performance Ratings

- **Exceeds Expectations**: Performance is of high quality and is achieved on a consistent basis.
- 4 Meets Expectations: Competent and dependable level of performance.
- **Satisfactory:** Satisfactory level, some improvement still needed.
- 2 Improvement Needed: Performance is deficient and improvement is necessary.
- 1 Unsatisfactory: Performance is unacceptable and requires immediate improvement.
- N/A Not applicable or too soon to rate this area.

Individual Competencies	Individual Competencies
Dependability: Comes to work on time and has a reliable attendance record. Takes responsibility to account for a full day's work. Can be relied upon.	Productivity: Work is planned and organized effectively making a good use of time and achieving a quality work product in a reasonable amount of time.
Rating: 1 2 3 4 5 N/A	Rating: 1 2 3 4 5 N/A

Individual Competencies	Individual Competencies
Communication: Speaks clearly and understandably, listening well, keeping supervisor and co-workers well informed. Deals with conflict directly without being confrontational. Develops and maintains positive and cooperative working relationships with others.	Adaptability/Flexibility: Easily adjusts to changes in workload and procedures. Displays calmness, efficiency, rationality and a positive attitude, even under pressure. Helps others when needed. Willingly puts in extra time and effort in crisis situations.
Rating: 1 2 3 4 5 N/A	Rating: 1 2 3 4 5 N/A
Initiative: Demonstrates ability to work independently with minimal supervision and assistance devoting the necessary effort and energy to do what is required consistently producing high quality work. Assumes responsibility to follow through on assignments making sure they are fully completed.	Problem Solving: Recognizes and analyzes work related problems by reviewing information, conditions, options and solutions prior to taking action. Displays good judgment and sound thinking skills. Shows initiative and resourcefulness in solving problems. Is able to respond effectively in stressful or emergency situations.
Rating: 1 2 3 4 5 N/A	Rating: 1 2 3 4 5 N/A
Technical Knowledge: Demonstrates sufficient skill and knowledge to perform all parts of the job effectively, efficiently and safely. Makes an effort to stay up-to-date in technical responsibility areas and seeks to continually improve and learn new skills.	Safety: Takes responsibility for ensuring the proper use of personal protective equipment and supplies. Takes corrective action to eliminate potential hazards. Reports near misses so that potential injuries and accidents can be prevented. Actively participates in monthly safety meetings.
Rating: 1 2 3 4 5 N/A	Rating: 1 2 3 4 5 N/A

Training:	
	Other:
NOTE: Required	Measurements:
Orientation	
Customer Service	
Computer Training	
Employment Hiring Process	
PAFs Processing	
Progressive Discipline	
Grievance & Complaint Procedures	
Rating: 1 2 3 4 5 N/A	Rating: 1 2 3 4 5 N/A
Other:	Other:
Measurements:	Measurements:
Rating: 1 2 3 4 5 N/A	Rating: 1 2 3 4 5 N/A
Number of	e numerical sum of all rating scores, divide by the f squares used (excluding any boxes checked N/A).  35 divided by 10 boxes = Rating Score 3.5
ervisor's Overall Assessment Comments:	
	eadback on this review, requests for training or
ployee's Comments: (suggestions for the office, for elopment needs):	eccuback on this review, requests for training or

Employee Signature:  I acknowledge that this Performance Appraisal was of	Date:
Supervisor's Signature:	
Division Director:	Date:
Managers/Supervisors Use Only	
	or provides immediate feedback.
Budget Source to cover costs:	
Employee's Initials:	