

**Leech Lake Band of Ojibwe
Executive Management Performance Evaluation**

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 Years: _____
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Instructions: 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	
5	Exceeds Expectations: Performance is of high quality and is achieved on a consistent basis.
4	Meets Expectations: Competent and dependable level of performance.
3	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.

Check all training sessions attended <i>NOTE: All training should be completed before evaluation</i>
_____ Orientation
_____ Employment Hiring Process
_____ PAFs Processing
_____ Progressive Discipline
_____ Grievance & Complaint Procedures

Individual Competencies	Individual Competencies
<p><u>Leadership & People Skills:</u> Reacts well under pressure; shows courage to take action; motivates others to perform well; provides direction and gains commitment; makes self available to subordinates; sets expectations and monitors delegated activities and provides recognition for results; inspires respect and trust.</p> <p><i>Rating: 1 2 3 4 5 N/A</i></p>	<p><u>Conflict Resolution:</u> Steps up and confronts difficult situations; maintains objectivity; uses negotiation skills to resolve conflicts; able to resolve conflicts at present level; sees conflicts as opportunities; can reach agreements and settle disputes equitably; can find common ground and obtain cooperation; keeps emotions in control;</p> <p><i>Rating: 1 2 3 4 5 N/A</i></p>
<p><u>Effective Communication:</u> Expresses ideas and thoughts verbally and written; exhibits good listening and comprehension; keeps others adequately informed; selects and uses best communication methods to fit the situation; effective networking within LLBO; receptive to constructive feedback.</p> <p><i>Rating: 1 2 3 4 5 N/A</i></p>	<p><u>Professional Ethics:</u> Ability to develop, implement, monitor, and abide by policy. Encourages others to act ethically.</p> <p><i>Rating: 1 2 3 4 5 N/A</i></p>
<p><u>Confidentiality:</u> It is ensured that private information remains private; sensitive information is retained in secure manner; recorded information that is collected, created, received, maintained, or disseminated is only disclosed as is required by statutes, regulations, or court rules or other personnel when it is necessary to the performance of their duties.</p> <p><i>Rating: 1 2 3 4 5 N/A</i></p>	<p><u>Responsible Budgeting:</u> Provides accurate and timely estimates; monitors expenditures; remains within budget guidelines; applies cost savings techniques; makes fiscal decision with organization goals in mind.</p> <p><i>Rating: 1 2 3 4 5 N/A</i></p>

Individual Competencies		Individual Competencies	
<p><u>Effective Decision Making:</u> Has sound and accurate judgment; includes appropriate people in decision making process; effectively makes, supports, and communicates reasons for decisions; makes timely decisions.</p> <p><i>Rating: 1 2 3 4 5 N/A</i></p>	<p><u>Hiring and Staffing:</u> Analyzes and forecasts staffing needs; utilizes effective recruitment sources to enhance a diverse work team; exhibits sound interviewing skills; makes quality hiring decisions; utilizes positive staff retention tools.</p> <p><i>Rating: 1 2 3 4 5 N/A</i></p>		
<p><u>Promote Outside Relationships:</u> Ability to foster and uphold relationships with outside agencies, companies, and organizations for the betterment of LLBO.</p> <p><i>Rating: 1 2 3 4 5 N/A</i></p>	<p><u>Training:</u></p>		
Other Specific Job Responsibilities			
<p><u>Management Plan:</u> Develops Management Plan; develops project plans; coordinates projects; communicates change and progress; completes projects on time and within budget; sets priorities effectively; assesses employee, public, & customer needs.</p> <p><i>Rating: 1 2 3 4 5 N/A</i></p>	<p><u>Exit Interviews:</u> Complete the exit interview and send copy to HR within the first week of all termed staff.</p> <p><i>Rating: 1 2 3 4 5 N/A</i></p>		

Supervisor's Overall Assessment Rating: Total up the numerical sum of all rating scores, divide by the number of squares used (excluding any boxes checked N/A).
Example: 35 divided by 10 boxes = Rating Score 3.5

Supervisor's Overall Assessment Comments: _____

Employee's Comments: (suggestions for the office, feedback on this review, requests for training or development needs):

Date: _____

Executive Manager/Division Director Signature

(I acknowledge that this Performance Appraisal was discussed with me)

Date: _____

Executive Director Signature

Approval at _____ meeting on _____ day of _____, 2004.

Office Use Only

Note: Real performance improvement are achieved through ongoing coaching of the employee, in which the supervisor provides immediate feedback.

TRAINING: Training needed suggestions and recommendations.

Time line to complete: _____

Budget Source to cover costs: _____