

**White Earth Tribal Council  
Annual Performance Appraisal**

**Employee Name:** \_\_\_\_\_

**Employee Number:** \_\_\_\_\_

**Division:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Reports to:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Performance Rating Scale**

**Exceeds Expectation:** This employee's performance and results consistently exceed expectations for the job. Contributions are made to the department and the WE Tribal organization which are above those required of the position. A high degree of reliability and confidence can be placed in the employee's work.

**Achieves Expectations** This employee's performance consistently achieves all the expectations of the job. Employee's at this level are solid performers who consistently produce satisfactory results.

**Opportunity for Improvement:** This employee's performance does not meet expectations for the job. Performance improvement must be achieved within identified areas in order to justify retention.

**Performance Results-***Mark the box that best represents the employee's performance results within each area*

**1. Job Knowledge and Skills-***Consider the extent the employee possess and applies practical and technical knowledge and skills to the job.*

- Opportunity for Improvement Lacks basic knowledge and skills to perform the position to full potential. Fails to recognize or pursue developmental opportunities related to the position.
- Achieves Expectations Knowledge and skills are applied to perform the required duties of the position. Employee is fully functional performing the job.
- Exceeds Expectations Consistently exhibits full mastery of the position, often going above requirements of the position. Strives for improvement and initiates developmental opportunities for progress.

**Comments:**

**2. Communication Skills-***Consider clarity of written and oral communication.*

- Opportunity for Improvement Lack of, or inaccuracy in, communication with clients and peers.
- Achieves Expectations Communicates accurate information to clients and peers on a voluntary basis.
- Exceeds Expectations Strives to share factual information with clients and peers. Seeks to learn more information to support and share accurate information.

**Comments:**

**3. Policy/Procedures-Consider adherence to established policies and procedures.**

- Opportunity for Improvement Frequently fails to follow established policies and procedures.
- Achieves Expectations Consistently follows established policies and procedures.
- Exceeds Expectations Consistently follow policies and procedures; makes constructive suggestions for improvements to policies and procedures.

**Comments:**

**4. Professionalism-Consider interactions with clients and general public (not co-workers).**

- Opportunity for Improvement Shows a lack of concern for clients/general public needs or requests. Has difficulty remaining calm and pleasant, even when dealing with basic issues or concerns.
- Achieves Expectations Demonstrates a desire and commitment to meet expectations of clients/general public and follows through on commitments. Maintains professionalism and is attentive, welcoming and respectful demeanor. Remains calm and pleasant when dealing with issues or concerns.
- Exceeds Expectations Anticipates the needs and requests of clients/general public and frequently responds with a high sense of urgency. Consistently responsive and follows through. Consistently remains calm and pleasant when dealing with issues or concerns.

**Comments:**

**5. Accountability-Consider acceptance of responsibility of actions, creativity and initiative.**

- Opportunity for Improvement Rarely generates new ideas or approaches to resolve problems/concerns. Needs constant supervision to assure decisions made or actions taken do not have a negative impact on the program/division/organization. Does not use resources, materials and tools appropriately.
- Achieves Expectations Willingly accepts responsibility for actions and makes good decisions when resolving problems/concerns within scope of responsibility. Understands implications decisions may have on other areas. Demonstrates respect for organization by using resources, materials and tools wisely and appropriately.
- Exceeds Expectations Regularly takes initiative to resolve challenging and important problems within assigned scope of responsibility. Generates innovative ideas or approaches on an independent basis that adds significant value to program/division/organization. Consistently demonstrates respect for organization by using resources, materials and tools wisely and appropriately.

**Comments:**

**6. Teamwork/Co-Worker Relations-Consider initiative to help, work as a team and get along with others.**

- Opportunity for Improvement    Avoids opportunities to assist with workload; or must be prompted to assist. Unwilling to deal with conflict constructively. Causes ill feelings among others or may be unwilling to work constructively with others.
- Achieves Expectations        Demonstrates commitment to the success of the group by assisting with workload. Keeps others informed of what they need to know to do their jobs. Strives to understand other points of view; demonstrates a willingness to compromise. Separates emotions from issues and maintains composure during times of conflict.
- Exceeds Expectations         Demonstrates commitment to the success of the group by proactively seeking opportunities to assist with workload. Consistently promotes a positive regard for others by being accessible and respecting time of others. Diffuses situations before conflicts arise.

**Comments:**

**7. Dependability-Consider reliability to complete tasks, attend required meetings, and attendance to work.**

- Opportunity for Improvement    Fails to complete assigned tasks and/or meet deadlines. Is frequently absent from work/required meetings. Has had a "no call no show" in the evaluation period.
- Achieves Expectations        Completes tasks when given and meets deadlines. Infrequent absences from work/required meetings; give proper notification to supervisor.
- Exceeds Expectations         Consistently completes tasks and meets deadlines. Proactively seeks new tasks. When absent from work/required meetings seeks pre-approval, or notifies the supervisor immediately.

**Comments:**

**8. Quality of Work-Consider thoroughness and accuracy of assignments**

- Opportunity for Improvement    Quality of work needs improvement. Numerous and/or consistent errors are made. Work is consistently below expectations and standards
- Achieves Expectations        Quality of work achieves expectations for accuracy and completeness.
- Exceeds Expectations         Quality of work consistently exceeds expectations for accuracy and completeness.

**Comments:**

<b>Exceeds Expectations</b>	<i>Performance Results that score an Exceeds Expectations requires three different examples of the employee exceeding expectations of the position. Please use a second page if more than 3 examples are required.</i>
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Example 1:	<b>Comments:</b>
Example 2:	<b>Comments:</b>
Example 3:	<b>Comments:</b>

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<b>Opportunity for Improvement</b>	Performance Results that score an Opportunity for Improvement requires identification of additional knowledge, skills and/or abilities (KSA) the employee needs to acquire in order to improve performance; indicate specifically what actions must be taken to acquire these additional KSA's
Identifier 1:	<b>Comments:</b>
Identifier 2:	<b>Comments:</b>
Identifier 3:	<b>Comments:</b>

**What is the assessment of the employee's overall performance for this evaluation period?**

**Comments:**

**Performance Results Totals**-*Total number of criteria in each of the three ratings*

Total Opportunity for Improvement:

Total Achieves Expectations:

Total Exceeds Expectations:

**Overall Performance Rating**-*Total number of criteria in each*

**Exceeds Expectations**

*At least six (6) Exceeds Expectations ratings. No Opportunity for Improvement ratings.*

**Achieves Expectations:**

*Any combination of ratings not meeting totals in Exceeds Expectations or Opportunity for Improvement.*

**Opportunity for Improvement:**

*Four (4) or more Opportunity for Improvement ratings.*

Exceeds Expectations

Achieves Expectations

Opportunity for Improvement

**Salary Increase Recommendation:**

*Attach the Performance Review Worksheet.*

**Processing Directions:**

*Print the Annual Performance Appraisal. Divisional Directors and Human Resources must review and sign off on the Annual Performance Appraisal and the Performance Review Worksheet PRIOR to presenting to the employee.*

**Approvals**

Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

Division Director: \_\_\_\_\_ Date: \_\_\_\_\_

HR: \_\_\_\_\_ Date: \_\_\_\_\_

Employee: \_\_\_\_\_ Date: \_\_\_\_\_