



# Blackfoot Tribe Employee Performance Appraisal

## B. Interactive Skills

**1. Interpersonal relationships:** Willingness and demonstrates ability to cooperate, work and communicate with coworkers, supervisors, subordinates, or outside contacts.

Comments \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

O= 100 - 90  
 V= 89 - 80  
 G= 79 - 70  
 I= 69 - 60  
 U= Below 60

**Points**

**2. Communication:** Effectiveness of expression in individual, and group situations. Ability to convey ideas clearly, and concisely.

Comments \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

O= 100 - 90  
 V= 89 - 80  
 G= 79 - 70  
 I= 69 - 60  
 U= Below 60

**Points**

## C. Administrative Skills

**1. Coordination:** Ability to work with others, as a team, and express individual viewpoints while considering, and learning from the input of others.

Comments \_\_\_\_\_  
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O= 100 - 90  
 V= 89 - 80  
 G= 79 - 70  
 I= 69 - 60  
 U= Below 60

**Points**

**2. Planning, and Organization:** Establishes appropriate course of action for self, and subordinates to accomplish goals; makes proper assignments of human resources, and appropriate use of resources.

Comments \_\_\_\_\_  
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 \_\_\_\_\_

O= 100 - 90  
 V= 89 - 80  
 G= 79 - 70  
 I= 69 - 60  
 U= Below 60

**Points**

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**3. Adherence to Policies, and Procedures:** Properly interprets, and applies company, division, and/ or department policies/ procedures to job responsibilities.

Comments

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O= 100 - 90		□
V= 89 - 80		□
G= 79 - 70		□
I= 69 - 60		□
U= Below 60		□
<div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;"></div> <b>Points</b>		

**Orientation Toward Results:** Ability to initiate projects, anticipate changes, or needs, set new priorities, follow through, and meet deadlines.

Comments

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O= 100 - 90		□
V= 89 - 80		□
G= 79 - 70		□
I= 69 - 60		□
U= Below 60		□
<div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;"></div> <b>Points</b>		

## II. Performance Expectations

List and comment on four major performance expectations you had for the employee during the current review period. Specify how well the employee supported/ reached your expectations. Consider quality, quantity, and impact on department objectives, and operating results.

### 1. Performance Expectations:

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**Supervisors Comments:** \_\_\_\_\_

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O= 100 - 90		□
V= 89 - 80		□
G= 79 - 70		□
I= 69 - 60		□
U= Below 60		□
<div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;"></div> <b>Points</b>		

# Blackfeet Tribe Employee Performance Appraisal

**2. Performance Expectations:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Supervisors Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

O= 100 - 90	<input type="checkbox"/>	
V= 89 - 80	<input type="checkbox"/>	
G= 79 - 70	<input type="checkbox"/>	
I= 69 - 60	<input type="checkbox"/>	
U= Below 60	<input type="checkbox"/>	
<input style="width: 100%;" type="text"/>		
<b>Points</b>		

**3. Performance Expectations:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Supervisors Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

O= 100 - 90	<input type="checkbox"/>	
V=89 - 80	<input type="checkbox"/>	
G= 79 - 70	<input type="checkbox"/>	
I= 69 - 60	<input type="checkbox"/>	
U= Below 60	<input type="checkbox"/>	
<input style="width: 100%;" type="text"/>		
<b>Points</b>		

**4. Performance Expectations:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Supervisors Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

O= 100 - 90	<input type="checkbox"/>	
V= 89 -80	<input type="checkbox"/>	
G= 79 - 70	<input type="checkbox"/>	
I= 69 - 60	<input type="checkbox"/>	
u= Below 60	<input type="checkbox"/>	
<input style="width: 100%;" type="text"/>		
<b>Points</b>		

**III. Rate Overall Performance**

Total Points \_\_\_\_\_ + Number of Factors Rated = \_\_\_\_\_ Overall Rating

<input type="checkbox"/>	Outstanding	100- 90
<input type="checkbox"/>	Very Good	89- 80
<input type="checkbox"/>	Good	79- 70
<input type="checkbox"/>	Improvement Needed	69- 60
<input type="checkbox"/>	Unsatisfactory	Below 60

**IV. Major Strengths/ Optional**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Blackfoot Tribe**  
**Employee Performance Appraisal**

**V. Areas Needing Improvement**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**VI. Training, and Development**

What training, or development activities should be considered during the next review period ?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date discussed with employee: \_\_\_\_/\_\_\_\_/\_\_\_\_

Follow- up requested/ desired: \_\_\_\_ Yes \_\_\_\_ No

Follow- up Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Additional Employee Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*\* If necessary, additional sheets may be attached.*

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_