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# Gladue Case Worker – *manager Copy*

### Employee Performance Review

**The Manager will fill out page (1) before meeting with the employee. The Employee will fill out page (3) before meeting with the Manager.**

| Employee Information |
| --- |
| **Name:** | Jennifer Stienke | **Employee ID:** |  |
| **Job Title:** | Gladue Writer | **Date:** | November 12, 2022 |
| **Department:**  | Gladue Program | **Manager:**  | George Edwards |
| **Review Period:** | Jan-Nov 2022 |  |  |
|  |
| Ratings |
|  | 1 = Poor | 2 = Fair | 3 = Satisfactory | 4 = Good | 5 = Excellent |
| Job Knowledge | [ ]  | [ ]  | [ ]  | X[ ]  | [ ]  |
| Comments | Jennifer continues to provide proficient Gladue reports. She continues to highlight all the systemic and background factors needed to complete thorough Gladue reports. She must meet Gladue deadlines without clients’ documentation when she cannot receive them appropriately. We must meet the Gladue deadlines in a timely matter for clients’ sentencings.  |
| Work Quality | [ ]  | [ ]  | [ ]  | [ ]  | X[ ]  |
| Comments | Jennifer’s work quality is excellent, especially when she prepares her Gladue reports. She continues to prepare Gladue reports methodically and to high standards. Jennifer will get all the necessary information as it pertains to her clients for Gladue reports.  |
| Attendance/Punctuality | [ ]  | [ ]  | [ ]  | [ ]  | X[ ]  |
| Comments | I have no concerns with Jennifer’s punctuality. She will notify her manager when she is sick, has upcoming medical appointments, or when requesting vacation leave.  |
| Initiative | [ ]  | [ ]  | [ ]  | [ ]  | X[ ]  |
| Comments | Jennifer takes a great initiative in taking on Gladue report requests. Jennifer will accommodate the new reports required. She does not hesitate. |
| Communication/Listening Skills | [ ]  | [ ]  | [ ]  | [ ]  | X[ ]  |
| Comments | Jennifer is very effective at communicating with Gladue team and supervisor. She will constantly update the status of her reports when asked, and she will email lawyers to update status of Gladue reports.  |
| Dependability | [ ]  | [ ]  | [ ]  | [ ]  | X[ ]  |
| Comments | Jennifer is very dependable as a Gladue team member and to her position as a Gladue writer.  |
| Overall Rating (average the rating numbers above) |  |
|  |
| Evaluation |
| Additional CommentsI recommend that Jennifer gets a Salary increase to $54,000.00 |  |
| **GOALS**  | *(as agreed upon by employee and manager)* |
| Goal #1:Goal #2:Goal #3: |        |
|  |
| Verification of Review |
| By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation. |
| Employee Signature |  | Date |  |
| Manager Signature |  | Date |  |



**Release and Reintegration Worker – *Employee Copy***

Employee Performance Review

| **Employee Information** |
| --- |
| **Name:** |  | **Employee ID:** |  |
| **Job Title:** |  | **Date:** |  , 2020 |
| **Department:** | Gladue Program | **Manager:**  | George Edwards |
| **Review Period:** |  |  | 3 Month Probation  |
|  |
| **Ratings** |
|  | 1 = Poor | 2 = Fair | 3 = Satisfactory | 4 = Good | 5 = Excellent |
| **Job Knowledge** | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| *Comments* |  |
| **Work Quality** | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| *Comments* |  |
| **Attendance/Punctuality** | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| *Comments* |  |
| **Initiative** | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| *Comments* |  |
| **Communication/Listening Skills** | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| *Comments* |  |
| **Dependability** | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| *Comments* |  |
| **Overall Rating** *(average the rating numbers above)* |  |
|  |

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| --- |
| Goals and Performance Plan (GPP) – due by January 31st, reviewed in July |
| Date:  | Name of employee: | Name of supervisor: |
|  |  |  |
| Employee’s main goals for this year: |  |
| How progress towards the goals will be measured: |  |
| Next meeting date: |  |