



RESTORATIVE JUSTICE ASSISTANT

Employee Performance Review

EMPLOYEE INFORMATION

Name	Lauren Differ	Employee ID	
Job Title	RS Admin & Travel Assistant	Date	March 28/22
Department	DOJ - RS	Manager	Chantelle
Review Period	Jun 2022 - March 2022		

RATINGS

	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments	understand all that is required				
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments	great				
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments	good				
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments	takes on all new projects lends suggestions				
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments	Great.				
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments	Great. even stays late.				
Overall Rating (average the rating numbers above)					

EVALUATION

ADDITIONAL COMMENTS

Picked up position very quickly was able to jump in
 Great dependability high quality work with great output.
 Able to listen & take change & follow through. Great initiative take on new projects

GOALS (as agreed upon by employee and manager)

TO TAKE ON TRAVEL FOR PROGRAM & TRACK EXPENSES.
 \$5000 to be added to wage and new position
 to be added to duties.

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	March 28/22.