



ACCOUNTS PAYABLE OFFICER

Employee Performance Review

EMPLOYEE INFORMATION	
Name <i>Joanne Cheechoo</i>	Employee ID : <i>N/A</i>
Job Title <i>Accounts Payable Officer</i>	Date <i>February 9, 2024</i>
Department <i>Finance (Administration)</i>	Manager : <i>Joshua Swearngen</i>
Review Period : <i>August 11, 2020 - February 9, 2024</i>	

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	<i>- Knows her job inside and out. Able to communicate and teach others her duties. - Overall, very knowledgeable and has lots of experience.</i>				
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments	<i>- High quality work. - Quality is maintained through abundance of duties. - Errors, although arise very rarely and if they do, they are small and not concerning</i>				
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments	<i>- Not a concern - Attendance is near perfect, if day is missed, there is always a reason.</i>				
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments	<i>- Performs tasks when asked. - Works later if required - Took on additional finance roles when there was staff turnover. - Willing to teach others and help others.</i>				
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments	<i>- Overall, communication and listening skills are great. - Can improve on communicating ideas to all team members (not just individuals)</i>				
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments	<i>- Very Very dependable - No concerns in this regard.</i>				
Overall Rating (average the rating numbers above)					

EVALUATION	
ADDITIONAL COMMENTS	<i>- Has taken training such as Adagio Programs (intermediate) and Microsoft excel (introduction). - Able to communicate needs to staff. - Strong sense of what is required to be able to complete her job.</i>
GOALS (as agreed upon by employee and manager)	<ul style="list-style-type: none"> - Improving communication within a team setting - Grow relationships with all staff from all programs. - Improving efficiency and effectiveness with her job duties

Employee's main goals for this year:

See front.

- Attend additional training sessions

How progress towards the goals will be measured:

- Communication will be discussed during bi-weekly team meetings
- Assess initiative to discuss issues with staff.
- Review meetings and events she participates.
- Ensure or review any concerns with Joanne, if brought up by another individual
- Manager will be able to assess her work.
- Low number of mistakes made
- Ensure work is completed on time.
- Monitor willingness to attend training sessions.

Next meeting date:

- February 2025.

Additional Comments:

- Very knowledgeable on her position. Has assisted with various other positions within finance department
- Would like to take advanced Microsoft course. Also, would like to seek other professional development courses.