



# PROGRAM FACILITATOR

## Employee Performance Review

HERE

### EMPLOYEE INFORMATION

Name	Lorilee Lessard	Employee ID	
Job Title	MJBH Facilitator	Date	Oct 28, 2022
Department	TTP/MJBH	Manager	Carol Buswa
Review Period	July-Oct 2022		

### RATINGS

	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
<b>Job Knowledge</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	Lorilee is becoming aware of the facilitators role and understands the job description. She asks questions when she is unsure.				
<b>Work Quality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	Lorilee is becoming familiar with the administration of MJBH Program as a facilitator and is applying her skills to practice.				
<b>Attendance/Punctuality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	Lorilee is conscientious about her attendance and applies herself well in this area.				
<b>Initiative</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	Her understanding of the job has led her to becoming more aware of the position, follows, tackles, and demonstrates interest and commitment to her duties.				
<b>Communication/Listening Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	She is good in this area and understands what is expected of her when working with staff and clients.				
<b>Dependability</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	Lorilee is reliable to her clients and staff.				
<b>Overall Rating</b> (average the rating numbers above)	23/30				

### EVALUATION

**ADDITIONAL COMMENTS** Overall, Lorilee is becoming a good worker as a facilitator and shows initiative as she works with clients and MJBH Program staff. She is learning the Circle process and continues to grow in her mediation skills. She enjoys meeting and working with her clients, and completes tasks and duties as required. She is a team-player and I look forward to continued work with her.

EMPLOYEE INFORMATION	
Name Lorilee Lessard	Employee ID
Job Title MJBH Facilitator	Date Oct 28, 2022
Department TTP/MJBH	Manager Carol Buswa
Review Period July-Oct 2022	
GOALS <i>(as agreed upon by employee and manager)</i>	
	Human-Trafficking
	Indigenous Awareness/Cultural Competency
	More practice in Circles
	Mediation

VERIFICATION OF REVIEW	
<i>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.</i>	
Employee Signature <u>Lorilee Lessard</u> <small>Lorilee Lessard (Oct 30, 2022 14:10 EDT)</small>	Date Oct 30, 2022
Manager Signature <i>carol buswa</i>	Date October 28, 2022

**Goals and Performance Plan (GPP) – due by January 31<sup>st</sup>, reviewed in July**

<b>Date:</b> Oct 2022	Name of employee: Lorilee Lessard	Name of supervisor: Carol Buswa
<b>Employee's main goals for this year:</b>	Mediation Human-Trafficking -On going Cultural Awareness/Competency- On-going	
<b>How progress towards the goals will be measured:</b>	Mediation Training -Oct 17-21, 2022 & Domestic Violence Oct 31-Nov. 2, 2022	
<b>Next meeting date:</b>	January 2022	

# Lorilee- Program Facilitator Evaluation (002)

Final Audit Report

2022-10-30

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