



**POSITION TITLE**  
Employee Performance Review

EMPLOYEE INFORMATION	
Name Joy Nwaubani	Employee ID
Job Title Gladue Writer	Date November 1, 2024
Department Gladue	Manager Lenny Carpenter
Review Period Oct. 1, 2023 to Oct. 31, 2024	

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>	Good grasp of what goes into a Gladue report. At times needs assistance with admin related tasks like HRIS. Could improve knowledge of communities we serve and historical research (I've had to correct some of this type of info).
<b>Work Quality</b>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<i>Comments</i>	Reports have appropriate information but could include more. Perhaps more follow-up questions during the interview. Reports often require editing although this improved after specific feedback was provided.
<b>Attendance/Punctuality</b>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<i>Comments</i>	There are instances of reported early leaves without approval by manager, and delay in notifying of absence for work (sick day). Also inputting incorrect time when signing in.
<b>Initiative</b>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<i>Comments</i>	Does not ask for help when needed. Does not advise manager of lack of work (ex. that most clients are unreachable ) and thus has more availability for other reports.
<b>Communication/Listening Skills</b>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<i>Comments</i>	Good at cc'ing manager when updating lawyers on report progress and when submitting reports. Not as great in notifying manager and Gladue lawyer when report is expected or when required, though this improved recently. As above, does not ask for help. Unclear communication at times (if you are taking a sick day).
<b>Dependability</b>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<i>Comments</i>	Started the period consistently producing (6 reports in first six months) but this dropped in second half (3 in six months). Issues with wandering to other parts of office
<b>Overall Rating</b> (average the rating numbers above)	2

EVALUATION
<p>ADDITIONAL COMMENTS</p> <p>Reserved demeanour in meetings and often needs prodding to elaborate on responses, even one-on-one. More engagement would be beneficial for team building and communication.</p>
<p>GOALS (as agreed upon by employee and manager)</p>

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

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

<b>Date:</b> Nov. 1, 2024	<b>Name of employee:</b> Joy Nwaubani	<b>Name of supervisor:</b> Lenny Carpenter
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**Employee's main goals for this year:**

- Sign-in and out at work at expected work hours. Receive manager approval if it outside these hours
- Ensure manager is notified of unscheduled absences (ex. sick, late, early leave) by email or phone call
- Produce and submit at least six Gladue reports from Oct. 1, 2024 to March 31, 2025.
- Request assistance and direction from manager when issues arise in completing reports

**How progress towards the goals will be measured:**

- Sign-ins accurately reflect arrival and leaves
- No issues with communicating absences
- Number of Gladue reports submitted to the court
- Monthly one-on-one check ins

**Next meeting date:** February 3, 2025 (three months) for progress check