# GLADUE wRITER



### Employee Performance Review

| Employee Information |
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| Name | Joy Nwaubani | Employee ID |  |
| Job Title | Gladue Writer | Date | March 24, 2023 |
| Department | Gladue  | Manager | George Edwards |
| Review Period | November 28-February 28/23 |  |  |
|  |
| Ratings |
|  | 1 = Poor | 2 = Fair | 3 = Satisfactory | 4 = Good | 5 = Excellent |
| Job Knowledge | [ ]  | [ ]  | [ ] X | [ ]  | [ ]  |
| Comments | Joy knows the Gladue process in preparing Gladue reports. She is new to the legal field and has a limited understanding of Gladue case law and sentencing principles. She does not highlight all the Gladue factors. Needs to incorporate Gladue factors into her reports.  |
| Work Quality | [ ]  | [ ]  | [ ] X | [ ]  | [ ]  |
| Comments | Joy’s Gladue reports lack information. Her Gladue reports do not really cover all pertinent information. She needs to include the systemic and background factors. To me, she struggles with interviewing and gathering information. Joy does not include collateral information.  |
| Attendance/Punctuality | [ ]  | [ ]  | [ ] X | [ ]  | [ ]  |
| Comments | The attendance is good. No issues. |
| Initiative | [ ]  | [ ]  | [ ] X | [ ]  | [ ]  |
| Comments | Joy needs to take more initiative when a Gladue report is assigned. She needs to conduct Gladue interviews in a timely manner when a Gladue report is assigned. More information (Gladue factors) can be included in her Gladue reports. Joy needs to conduct interviews in person, especially with out-of-custody Gladue clients. Needs to be more partake of Gladue meetings and team building.  |
| Communication/Listening Skills | [ ]  | [ ]  | [ ] X | [ ]  | [ ]  |
| Comments | Joy lacks communication skills. Rarely calls for direction. She needs to take directions when asked to travel to see clients out of custody. Does not communicate with Gladue caseworker about the status of her report. Needs to be more attentive in Gladue meetings. Needs to communicate with the Gladue team daily.  |
| Dependability | [ ]  | [ ]  | [ ] X | [ ]  | [ ]  |
| Comments | Joy needs to start interviewing Gladue clients within the first two weeks of the report being assigned. Will meet deadlines in a timely manner. Performs well in most situations, gets overwhelmed, and needs to ask for assistance.  |
| Overall Rating (average the rating numbers above) |  |
|  |
| Evaluation |
| Additional CommentsJoy’s probation is to be extended for another three months.  |  |
| Goals (as agreed upon by employee and manager) |  |
|  |
| 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 |  |

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| Goals and Performance Plan (GPP) – due by January 31st, reviewed in July |
| Date: March 24, 2023 | Name of employee: Joy Nwaubani | Name of supervisor: George Edwards |
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| Employee’s main goals for this year: | 1. Will make entries onto the database, case noting and entering Gladue progress of reports of clients and status of interviews.
2. Participate in Gladue meetings, team building and debriefing sessions as scheduled.
3. Will communicate with Gladue supervisor and collaborate with the team.
4. Will improve communication skills with Gladue Team.
5. Will participate in additional training, e.g., interviewing skills and Team collaboration.
6. Will start to travel to First Nation communities to conduct in-person interviews.
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| How progress towards the goals will be measured: | 1. Once a report is assigned, will make detailed notes in the database of the client contacted, collaterals interviewed, the progress of the Gladue report, and update results of clients’ sentencing outcomes.
2. Attend all Gladue meetings when an invitation meeting is sent out.
3. Keep in communication via email with the Gladue supervisor and with the Gladue Caseworker. Collaborate with Caseworker on the status of the report. And to constantly communicate with the supervisor on the status of the report and ask for directions.
4. Joy will select training topics she needs to improve as a Gladue writer.
5. Joy will become familiar with First Nation communities in the NAN territory.
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| Next meeting date: | June 24, 2023 |