



# POSITION TITLE

Employee Performance Review

EMPLOYEE INFORMATION	
Name <b>Taina Martin</b>	Employee ID
Job Title <b>Community Learning HUB Facilitator</b>	Date <b>April 4, 2024</b>
Department <b>Restorative Justice   Youth Services</b>	Manager <b>Stallone Quequish</b>
Review Period <b>April 2024</b>	

RATINGS					
	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
<b>Job Knowledge</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 5
<i>Comments</i>	Has firm knowledge and understanding for job requirements. Understands and follows job description				
<b>Work Quality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 5
<i>Comments</i>	Very thorough with her work and explains in good detail. Has a high completion rate with clients.				
<b>Attendance/Punctuality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 5
<i>Comments</i>	Always on time for work, client appointments, presentations, and training sessions.				
<b>Initiative</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 5
<i>Comments</i>	Very self motivated and works extremely well under minimal supervision.				
<b>Communication/Listening Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 5
<i>Comments</i>	Taina always keeps in contact with me and checks in daily. Always notifies me when upcoming plans arise and always obtains permission before any or unexpected leaves. Never goes AWOL and always updates me when presentations are completed and successful. Keeps me in the loop very well.				
<b>Dependability</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 5
<i>Comments</i>	Taina is very dependable and completes each task given whether it is challenging or not. Always completes her referrals when assigned and keeps all required parties up to date, management, crown, probation, etc.				
<b>Overall Rating</b> (average the rating numbers above)					

EVALUATION	
ADDITIONAL COMMENTS	Taina has shown very impressive work qualities since joining NAN Legal as our Community Learning HUB facilitator. Serving a majority of our 49 communities on her own is a huge task and she completes it well. She keeps up with the work load and has a high client completion rate. Taina has grown and learning a lot during her role as our HUB Facilitator.
GOALS (as agreed upon by employee and manager)	<p>Wants to come up with a yearly schedule for HUB Programming such as online classes highlighting each program ahead of time. Monthly/weekly designated slots for each module. Will figure out a system to work with.</p> <p>Wants to double the amount of modules delivered this fiscal year. Do Better than last year.</p>

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 <b>TAINA MARTIN</b>	Date <b>04/04/2024</b>
Manager Signature <b>STALLONE QUEQUISH</b>	Date <b>04/04/2024</b>

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

<b>Date:</b>	Name of employee:	Name of supervisor:
April 04, 2024	Taina Martin	Stallone Quequish
<b>Employee’s main goals for this year:</b>	<p>To expand HUB programming and focus more on our eastern communities such as Kash, Fort Albany, Fort Hope, and the Timmins area.</p> <p>Do more information sessions with our communities in the north and get more facilitators trained up in HUB to assist with clientele.</p> <p>Seek more training opportunities in leadership, team building and self growth.</p>	
<b>How progress towards the goals will be measured:</b>	<p>Revisit the goals every 4-6 months, compare stats and have a list of partners that agree to have staff trained to facilitate such DFC High School and local youth centers.</p> <p>Follow up with other trained youth workers in NAN Legal to see where progress leads.</p> <p>Asking for certificates when training sessions are completed and proof of attendance to registered workshops.</p>	
<b>Next meeting date:</b>	JUNE 04, 2024	