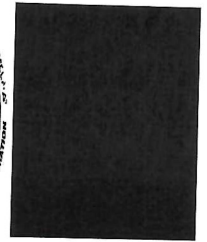


DISCHARGE PROGRAM WORKER



Employee Performance Review

EMPLOYEE INFORMATION	
Name Karen Oliver	Employee ID
Job Title Discharge Program Driver	Date June 26 2023
Department Discharge	Manager Bonnie MacDonald
Review Period April tp June	

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"/> 5
<i>Comments</i>	Karen understands the importance of having a clean vehicle and transporting clients safely and professionally.				
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 5
<i>Comments</i>	Her work is very good. It took some time to catch on to the HRIS system but she has overcome that hurdle.				
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 5
<i>Comments</i>	Attendance has been very good. Requests must be made but may not necessarily always be approved for time off.				
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 4	<input type="checkbox"/>
<i>Comments</i>	She took the initiative when noticing the car was not in good mechanical condition and reported it immediately.				
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 4	<input type="checkbox"/>
<i>Comments</i>	Her communication and listening skills are good.				
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 4	<input type="checkbox"/>
<i>Comments</i>	Karen is very dependable. I have only had to remind her a few times to contact me for issues that need approval for certain things from this Coordinator and not the Planners.				
Overall Rating (average the rating numbers above)					

EVALUATION	
ADDITIONAL COMMENTS	Karen takes great pride in her work and is very cognizant of looking after the NAN vehicle, keeps it clean and in running order. Karen never complains and has been a great asset to this team. She would like to take some computer training but picked up the HRIS system quickly after a few hours with Melissa. It is a pleasure working with Karen. There was only one time where she forgot to mention she was taking the day off and would not be available. Client and driver safety is very important to her.
GOALS (as agreed upon by employee and manager)	Remember to request time off so as not to leave the Program without a driver on weekends and stat holidays. Always remember to contact the Coordinator for things that need my approval and not the approval of the Planners. If time off is needed or anticipated it should be in an email to the Coordinator. All questions and concerns should be directed to the Coordinator except of course for the actual trip itself.

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

Date: June 26th 2023

Name of employee: Karen Oliver

Name of supervisor: Bonnie MacDonald

Employee's main goals for this year:

To listen and understand instructions given by Coordinator and Discharge Planners. To understand why driving a client from Point A to Point B as agreed to with the referral source, Planner and Driver is so important.

To ensure that driver does not make decisions on her own regarding the transportation of clients and must have approval by the Coordinator or the Discharge Planner

Employee expressed interest on working on computer skills.

How progress towards the goals will be measured:

A review will be made by Coordinator with Planner's input on how instructions and following up with the driver that are a priority with client and driver safety.

Coordinator will repeat the importance of NOT responding to client instructions "out of the goodness of her heart" and explain why following exact details of the Discharge Travel Plan must be followed.

Coordinator suggested an online course to work on her computer skills and driver will follow up with that.

Next meeting date:

September 26th 2023

Self-Evaluation Form

Employee Name: KAREN OLIVER Job Title: DISCHARGE DRIVER

Date: JUNE 20/23

Please complete the following information to help prepare for your performance review. Use the spaces provided to include appropriate comments about your job and your performance.

1. What do you consider to be the top three to five priorities of your job as you understand them?
 - 1) DRIVE SAFELY
 - 2) BE PROFESSIONAL WHEN DEALING WITH CLIENTS
 - 3) TREAT CLIENTS WITH RESPECT AND DIGNITY
 - 4) KEEP CAR CLEAN AND MAINTAINED
 - 5) FOLLOW DIRECTION FROM DISCHARGE PLANE AND COORDINATOR
2. What do you see as your greatest accomplishment or successful efforts since the beginning of your employment with Nishnawbe-Aski Legal Services Corporation?

TAKING ALL TRIPS ASSIGNED EXCEPT ONE.
3. In what area or areas would you like to gain more experience, training or education?

COMPUTER
Karen will purchase courses
Nan will reimburse

4. What activities or trainings have you participated in to develop yourself professionally?

MELISSA ~~SHOITZ~~ HOLTZ HELP TRAIN ME ON HR IS
TIMESHEETS and BONNIE MACDONALD AS WELL.

5. What could you do to perform your job duties and assigned tasks more efficiently?

- TAKE COMPUTER COURSES
- COURSE IN SENSATIVITY AND UNDERSTANDING
OF FIRST NATIONS CULTURE AND BELIEFS.

6. What are your primary goals and objectives for the organization as the Executive Director. ?

7. What kinds of professional development activities would you like to do during the coming year?

CONTINUING EDUCATION
PARTICIPATION IN THE ORGANIZATION
DIVERSITY AND INCLUSION WORKSHOPS

8. Other Comments: