



# COMMUNITY JUSTICE COORDINATOR

## Employee Performance Review

EMPLOYEE INFORMATION	
Name Teah Buffalo	Employee ID
Job Title Community Justice Coordinator	Date September 15, 2023
Department Administration	Manager
Review Period	June 12, 2023 – September 15, 2023

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"/>
<i>Comments</i>	Reaching out to the communities.				
<b>Work Quality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>	Following up with communities, working with Katie at FSET				
<b>Attendance/Punctuality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>	No issues				
<b>Initiative</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>	Remains busy, preparing resource manual				
<b>Communication/Listening Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>					
<b>Dependability</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>					
<b>Overall Rating</b> (average the rating numbers above)					

EVALUATION	
ADDITIONAL COMMENTS	
GOALS (as agreed upon by employee and manager)	Continue learning and reaching out to the communities and setting up SFET Developing resource material for SFET

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	Date
Manager Signature	Date

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

<b>Date:</b> September 15/2023	Name of employee: Teah Buffalo	Name of supervisor:
<b>Employee's main goals for this year:</b>	To continue learning about NAN communities Continue with program directory for the new navigator positions Joining the Health and Safety Committee	
<b>How progress towards the goals will be measured:</b>	Once the agreement in place and navigators positions filled goals will be measured.	
<b>Next meeting date:</b>		