

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

Evaluator
Heather Baulie

Review Period June 12, 2023 – September 15, 2023

RATINGS

	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
Job Knowledge <i>Reaching out to the communities.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>					
Work Quality <i>Following up with communities, working with Katie at FSET</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>					
Attendance/Punctuality <i>No issues</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>					
Initiative <i>Remains busy, preparing resource manual</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>					
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>					
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>					
Overall Rating <i>(average the rating numbers above)</i>					

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

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

[Handwritten Signature]

Date *Sept 22, 2023*

Manager Signature

H. Baillie

Date *Sept 22, 2023*

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

Date:
September 15/2023

Name of employee: Teah
Buffalo

Name of supervisor:

Employee's main goals for this year:

To continue learning about NAN communities
Continue with program directory for the new navigator positions
Joining the Health and Safety Committee

How progress towards the goals will be measured:

Once the agreement is in place and navigators positions filled goals will be measured.

Next meeting date: