



**RESTORATIVE JUSTICE WORKER**  
Employee Performance Review

EMPLOYEE INFORMATION	
Name Ashley Lefebvre	Employee ID
Job Title Restorative Justice Worker	Date July 22, 2024
Department DOJ	Manager Leahan Parrott-RJ
Review Period May 13 2024 July 22 2024	

Leahan Parrott's Review and comments

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"/>
<b>Comments</b>	Ashley has been a quick study with the RJ program, RJ duties and RJ Goals. She is very enthusiastic and contributes many great ideas when discussing various program issues, goals and plans. Her knowledge and experience in the legal field and courtroom setting has proven to be an asset to our team as well.
<b>Work Quality</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
<b>Comments</b>	Work quality is excellent. Ashley was eager to begin facilitating RJ circles and upon observation of her in action, she is a natural. She truly understands our goals and she cares about our clients. The team has also observed her circles and provided positive feedback. Her RJ reports, correspondence to the courts and stakeholders are always professional. She is always up to date with the data base.
<b>Attendance/Punctuality</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
<b>Comments</b>	Ashley attends work at the office and is punctual. She always informs me of her schedule.
<b>Initiative</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
<b>Comments</b>	Ashley takes the initiative on various aspects of her job. She learned very quickly and was able to begin organizing and facilitating circles almost immediately. She asks about any training that will enhance her skills as RJ worker and also offers to take on additional roles that will benefit our clients. For example, Ashley will be taking the Hub training and will offer her clients that service. She has also offered to take IPAR training.
<b>Communication/Listening Skills</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
<b>Comments</b>	Ashley has fantastic communication and listening skills as a team member and as a facilitator. She answers emails in a timely manner. Ashley has expressed her priorities are building a good rapport with clients and to have meaningful and respectful circles. In her short time here, she has managed to build relationships with the team, other programs and other service agencies. Ashley is very professional.
<b>Dependability</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
<b>Comments</b>	Ashley is very dependable. She does her job well and efficiently. I can depend on her and she always offers to assist where she can. She has demonstrated she sincerely cares about and enjoys her job.
<b>Overall Rating (average the rating numbers above)</b> Excellent (5)	

EVALUATION
<b>ADDITIONAL COMMENTS</b> I AM SO HAPPY TO HAVE ASHLEY AS PART OF MY TEAM. SHE IS A GREAT ASSET AND SHE IS PASSIONATE ABOUT HELPING OUR NAN MEMBERS.
<b>GOALS</b> (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 <i>Ashley Lefebvre</i>	Date July 22, 2024
Manager Signature Leahan Parrott	Date July 22, 2024

**Goals and Performance Plan (GPP) –**

<b>Date: Jan 22, 2024</b>	<b>Name of employee: Ashley Lefebvre</b>	<b>Name of supervisor: Leahan Parrott</b>
<b>Employee's main goals for this year:</b>	<b>Goals – to receive more referrals and facilitate RJ circles -to complete the Hub training and offer those services to clients</b>	
<b>How progress towards the goals will be measured:</b>	<b>-active client list, one on ones will reflect if goals are met as well as -the data base will indicate successes with completing RJ circles</b>	
<b>Next meeting date:</b>	<b>July 2025</b>	