



TALKING TOGETHER PROGRAM

Employee Performance Review

EMPLOYEE INFORMATION	
Name Dana Gaudreau	Employee ID
Job Title My Journey Back Home Aftercare Worker	Date September 12, 2024
Department Talk	Manager C.Buswa
Review Period May 27- Aug 27	

RATINGS					
	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	Dana is becoming more aware and understanding of how MJBH program works. She is a quick learner and asks questions when unsure.				
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	Dana demonstrates a good work ethic but at times needs to act on inputting information more readily when updating files. This has been a learning process and recognizes the importance of database information.				
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	Dana is reliable and communicates her whereabouts when out of office.				
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	Dana is assertive when working with MJBH program, clients and staff. She has good ideas, shares and applies them in the work that she does. This has also been an asset to her when working in the MJBH program.				
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	She applies the above well and is beginning to observe and listen more, which can be of great value as opposed to talking when working with her clients and staff.				
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	Dana is reliable and works well with clients and staff.				
Overall Rating (average the rating numbers above)		21/30			

EVALUATION	
ADDITIONAL COMMENTS	Generally, Dana works well with staff and demonstrates a good work ethic when applying skills in the job as an aftercare worker. She enjoys working with clients, staff and community members and is looking to increase her knowledge and awareness of indigenous culture. She is an asset, and we look forward to her continued growth.
GOALS (as agreed upon by employee and manager)	<ul style="list-style-type: none"> -take notes more readily -make and apply daily agenda -mental health first aid -seminars on residential schools and its effects on the people -training in Naloxone and more addiction seminars/events

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 <i>Dana Gaudreau</i>	Date <i>Sept. 12/24</i>
Manager Signature <i>Caryl Buswa</i>	Date <i>Sept 12/24</i>