



RESTORATIVE JUSTICE WORKER

Employee Performance Review

EMPLOYEE INFORMATION

Name Peter Sackaney	Employee ID
Job Title Safer Communities Liaison Worker-RJ	Date August 12, 2024
Department DOJ	Manager Leahan Parrott (Ken Sackaney-West)
June 3, 2024- September 3,	

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>	Peter works in the West side and is under supervision of Ken Sackaney. Ken reports Job knowledge is good. It is early into the job and Peter has limited files but has shown good job knowledge thus far.				
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	Ken feels Peter has good work quality, his data base is up to date, he completes reports correctly and in timely manner. Peter was given very busy communities and the workload will pick up soon. Peter feels he is ready for the in flux of files.				
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>	Peter is always early. He is punctual and lets his manager know where he is and of his plans. There was confusion in the beginning, but everyone agrees communication with Ken, Peter and Leahan will alleviate any future confusion.				
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	Peter is able to plan for trips to communities, and courts and submits travel arrangements accordingly. Ken states Peter has shown initiative and requested to attend additional communities. Peter also asks many questions and reaches out to co workers (Shirley and Marcel) for assistance.				
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>	Peter understands the importance of communication and listening with clients, with court, and with staff. Leahan comments Peter is good at notifying her of plans, whereabouts, and requests.				
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>	All participants feel Peter is dependable. He does what is required of him and has expressed a willingness to assist where he can. Ken states he always provides detailed updates and data base up to date.				
Overall Rating (average the rating numbers above)	Good to excellent				

EVALUATION

ADDITIONAL COMMENTS

GOALS
(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

Peter Sackaney

Date

Sept 5 / 2024

Manager Signature
Leahan Parrott

Date August 12, 2024

Goals and Performance Plan (GPP) –

Date: August 12, 2024	Name of employee: Peter Sackaney	Name of supervisor: Leahan Parrott
Employee's main goals for this year:	<ul style="list-style-type: none">-1-to be able to organize and facilitate more circles-2- to keep data base up to date-3- to ensure job duties fulfilled and accomplish what is expected of him-4- to require no supervision	
How progress towards the goals will be measured:	<ul style="list-style-type: none">-1- there will be an influx of referrals and the data base will indicated if goal is met-2- review data base regularly to ensure up to date-3- attend team meetings and for managers (Leahan & Ken) to communicate often re: this goal-4- Peter is aware he can reach out to any team member and any manager at any time should he have questions or is seeking guidance.	
Next meeting date:	August 12, 2025	