



POSITION TITLE
Employee Performance Review

EMPLOYEE INFORMATION

Name Kayla Knapp

Employee ID

Job Title Indigenous Bail Verification Worker

Date Monday September 16th 2024

Department Nishnawbe-Asking Legal Services, Bail Program

Manager Amanda Ratte

Review Period 3 months probation review

RATINGS

	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>					
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>					
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>					
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					

Overall Rating (average the rating numbers above) 27

EVALUATION

ADDITIONAL COMMENTS

Kayla has demonstrated exceptional strengths in her assigned tasks, consistently completing intakes, thoroughly assessing her clients needs, and doing more to find solutions for those referred to her. Since joining the team she has shown unwavering dedication and passion. Kayla is both mindful and observant in her approach, ensuring she meets the needs of each individual she serves.

GOALS

(as agreed upon by employee and manager)

Kayla's goals are to strengthen her connections with NAN programs and to participate in more workshops and training opportunities as they become available.

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

K. Knapp

Date

Sept 16 2024

Manager Signature

Amanda Ratte

Date

Sept 16 2024

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

Date:

Monday September 16th 2024

Name of employee:

Kayla Knapp

Name of supervisor:

Amanda Ratte

Employee's main goals for this year:

- Collaborate with various agencies to enhance programming, including those offered by Nan Legal.
- Increase participation in workshops and training opportunities.
- Continue attending meetings to gain deeper insights and understanding.
- Aims to obtain a driver's license to facilitate easier access to jail facilities for completing tasks.
- Attend conventions for professional growth and networking.

How progress towards the goals will be measured:

- Note the number of partnerships established with external agencies, including Nan Legal.
- Measure the development and delivery of new or enhanced programming as a result of these collaborations.
- Record participation in workshops and training sessions.
- Evaluate skill development and knowledge gained through post-training assessments or feedback.
- Reflect on actionable insights gained, with a focus on applying them to current responsibilities.
- Assess how the knowledge and connections from conventions are applied to work responsibilities.

Next meeting date:

December 16th, 2024