




POSITION TITLE

Employee Performance Review

EMPLOYEE INFORMATION	
Name	Sam Scheck
Employee ID	
Job Title	Youth Intervention Worker
Date	November 21, 2024
Department	Justice Programs Restorative Justice
Manager	Stallone Quequish
Review Period	

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 type="checkbox"/>
<i>Comments</i>	Pretty good and feels confident once completely settled in. Still getting used to Youth Intervention Position. Not afraid to ask questions when unsure.
Work Quality	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> * <input type="checkbox"/> <input type="checkbox"/>
<i>Comments</i>	Keeps work area and office clean. Sam is good with expectations when asked to complete tasks.
Attendance/Punctuality	<input type="checkbox"/> <input type="checkbox"/> * <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<i>Comments</i>	Sam returns calls as soon as he can. Let's me know when he is in the office and checks in on a regular basis.
Initiative	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> * <input type="checkbox"/> <input type="checkbox"/>
<i>Comments</i>	Sam is always looking to learn new skills. Wants to host more events for the youth and learn a bit more on facilitating.
Communication/Listening Skills	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> * <input type="checkbox"/> <input type="checkbox"/>
<i>Comments</i>	Sam displays good communication skills and is never afraid to bring up concerns when they arise. Sam is a good listener and asks for clear instructions when tasks are given. Room for improvement: Respond to emails a little more quicker and do a little more research into surrounding issues.
Dependability	<input type="checkbox"/> <input type="checkbox"/> * <input type="checkbox"/> <input type="checkbox"/> * <input type="checkbox"/>
<i>Comments</i>	Sam is dependable and completes each task when asked. He has done everything I have asked of him and to detail. Took care of office issues and concerns within the first day.
Overall Rating (average the rating numbers above)	

EVALUATION	
ADDITIONAL COMMENTS	ENJOYS THE POSITION HE IS CURRENTLY IN AND LOOKING FORWARD TO LEARNING MORE ABOUT THE JOB. SAM HAS BEEN A GOOD EMPLOYEE SINCE STARTING HIS ROLE AT NAN LEGAL.
GOALS	BUILDING POSITIVE RELATIONSHIPS WITH YOUTH AND SURROUNDING ORGANIZATIONS.
<i>(as agreed upon by employee and manager)</i>	MORE TRAINING IN ADMINISTRATIVE WORK. OBTAIN FIRST AID CERTIFICATE.
	EXPLORE CREATIVITY AND LEARN HOW TO DO MORE DIGITAL WORK.
	LEARN MORE ABOUT OTHER NAN LEGAL PROGRAMS AND DEPARTMENTS.

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	Date
Manager Signature 	Date NOV 21, 2024

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

Date:	Name of employee:	Name of supervisor:
NOVEMBER 21, 2024	SAM SCHECK	STALLONE QUEQUISH
Employee's main goals for this year:	GET MORE YOUTH WORK AND REFERRALS FROM PROBATION ROLLING IN. GET TO KNOW THE LOCAL PROBATION OFFICERS AND MANAGERS. START UTILIZING RJ REFERRAL EMAIL. BECOME MORE VISABLE AND KNOWN IN SURROUNDING AREA. ATTEND MORE JOB, CAREER FAIRS, INFORMATION SESSIONS.	
How progress towards the goals will be measured:	CHECK IN WITH MANAGER AND GIVE UPDATES ON A REGULAR BASIS. USE A DEADLINE OF 3 MONTHS.	
Next meeting date:	APRIL 1, 2025	