# Restorative Justice Worker



### Employee Performance Review

| Employee Information |
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| Name | Melissa Leblanc | Employee ID |  |
| Job Title | Restorative Justice | Date | October 30, 2024 |
| Department | DOJ  | Manager | Leahan Parrott-RJ |
| Review Period | August 8, 2024-Nov 8, 2024 |  |  |
| Leahan Parrott’s Review and comments |
| Ratings |
|  | 1 = Poor | 2 = Fair | 3 = Satisfactory | 4 = Good | 5 = Excellent |
| Job Knowledge | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Comments | Melissa possesses good knowledge about the RJ program, RJ duties and RJ Goals. She is always willing to learn and continues to job shadow, ask questions, be curious, etc. Melissa is always researching RJ as well as related information that can benefit her clients  |
| Work Quality | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Comments | Work quality is excellent. She catches on quickly and is able to seek assistance when she needs it. Her RJ reports, correspondence to the courts and stakeholders are professional. She attends virtual court where offered and is willing and is eager to attend in person |
| Attendance/Punctuality | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Comments | Melissa is punctual and attends work regularly. She always informs me of her schedule and whereabouts. |
| Initiative | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Comments | Melissa has taken the initiative to learn more about her job and seeks to attend other team member’s circles as a learning experience. She has taken the initiative to obtain additional training in Hub and IVPPR( DV) to enhance her skills and to be able to provide the best service to our clients. She has respected contacts (translator/peers/professionals) that add value to our RJ program. She offers to assist where she can (take minutes, attend circles & meetings) |
| Communication/Listening Skills | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Comments | Melissa is great at reaching out when she has questions or needs clarification, she answers emails in a timely manner. She shares her ideas, listens to other’s ideas. Her reports and correspondence to court officials is professional. |
| Dependability | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Comments | I am confident that I can depend on Melissa. She always offers to assist where she can and has demonstrated she sincerely cares about and enjoys her job.  |
| Overall Rating (average the rating numbers above) | Excellent (5) |
|  |
| Evaluation |
| Additional CommentsI am so pleased to have Melissa as part of my team. she is passionate about helping our Nan members. |  |
| 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 | Melissa Leblanc | Date | October 31, 2024 |
| Manager Signature | Leahan Parrott | Date | October 30, 2024 |

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| Goals and Performance Plan (GPP) –  |
| Date: October 30, 2024 | Name of employee: Melissa Leblanc | Name of supervisor: Leahan Parrott |
|  |  |  |
| Employee’s main goals for this year: | To obtain training in mediationTo attend court in personTo complete RJ circles, enter info in data base |
| How progress towards the goals will be measured: | -data base will be up to date, one on ones will reflect if goals are met as well as-the data base will indicate successes with completing RJ circles-training will be completed |
| Next meeting date: | October 2025 |