TALKING TOGETHER Employee Performance Review



EMPLOYEE INFORMATION	*		-	*	4	
Name Lucie Longpet	قن		Employee ID			
Job Title TTF.			Date			
Department Talking Together Program			Manager	Carol Kakegabon		
Review Period (3 Month	Probation)	early				
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Attendance/Punctuality						
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EVALUATION						ارجيست
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GOALS (as agreed upon by employee and manager) — more	ton Tr	stedge	ompletes		alt to obt	コルカ
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TALKING TOGETHER

Employee Performance Review

	RMATION	31 A 30 A 31 A 32				
Name Lucie Long:	eter	or committee front and a market sale		Employee ID	mir mir mir (1977)	
Job Title Facilitato	r-Cochrane-Moose Fa	ctory		Date May 3	0, 2013	
Department Talki	ng Together Program			. Manager	Carol Kakegabon	
Review Period 02	-04-13 to 05-30	-12 (3 Month Probation	n)	R 0 2 2		
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Attendance/Punc	tuality				· · · · · · · · · · · · · · · · · · ·	
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Dependability		n. She is also able to sh				
A(A) (44(6.4) 75*.		untable when working annual moders above) 24/3	E4 (40) 6	the organization in an	d out of the office	
Overall Rading (a	verage the rating non			945 to to	**************************************	
EVALUATION						
ADDITIONAL COM	MENTS Lucie has e	ased in to the position previous work experie	nce to the job an	well and is open to ne	w learning as it a	to be more familiar
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TALKING TOGETHER

Employee Performance Review

Name Lucle Longpeter Employee ID
Review Period 02-04-13 to 05-30-12 (3 Month Probation) RATINGS
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RATINGS 1 = Poor 2 = Fair 3 = Satisfactory 4 = Good 5 = Exceller
1 = Poor 2 = Fair 3 = Satisfactory 4 = Good 5 = Exceller
1 = Poor 2 = Fair 3 = Satisfactory 4 = Good 5 = Exceller
Lucie has transitioned well in the Talking Together Program and has become familiar and more confident with the program she has demonstrated good administrative skills in addressing clients, community and work load. She is more comfortable with asking for support from her peers and if uncertain asks questions when needed. Lucie continues to update herself requiarly with the CAS act. Work Quality
Lucie has transitioned well in the Talking Together Program and has become familiar and more confident with the program She has demonstrated good administrative skills in addressing clients, community and work load. She is more comfortable with asking for support from her peers and if uncertain asks questions when needed. Lucie continues to update herself regularly with the CAS act. Work Quality Lucie displays a good work ethic and demonstrates confidence and professionalism in most areas of the program. She applies her past learning experiences to her current position as a facilitator which is present throughout her work. At time she tends to be tardy but this is being resolved by applying a time management /bi-weekly planner. Attendance/Punctuality Although Lucie is out in the field she displays good attendance and is conscientious in this area. Initiative Comments Lucie takes her responsibilities as facilitator seriously and works with ease when completing tasks from beginning to end. she is unsure about a work related matter she usually asks questions. Comments Now that Lucie is more familiar with the program she communicates well with staff, clients, stakeholders and community all aspects of the program. She is also able to share and apply new information. Dependability
She has demonstrated good administrative skills in addressing clients, community and work load. She is more comfortable with asking for support from her peers and if uncertain asks questions when needed. Lucle continues to update herself regularly with the CAS act. Work Quality
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Initiative
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Comments Now that Lucie is more familiar with the program she communicates well with staff, clients, stakeholders and community all aspects of the program. She is also able to share and apply new information. Dependability Dependability Lucie is reliable and accountable when working as a facilitator for the organization in and out of the office. Overall Rating (average the rating numbers above) 24/30 EVALUATION
all aspects of the program. She is also able to share and apply new information. Dependability
Comments Lucie is reliable and accountable when working as a facilitator for the organization in and out of the office. Overall Rating (average the rating numbers above) 24/30 EVALUATION
Overall Rating (average the rating numbers above) 24/30 EVALUATION
EVALUATION
ADDITIONAL COMMENTS Lucie has eased in to the position of facilitator very well and is open to new learning as it arises. She has applied her previous work experience to the job and is a good team player. She continues to be more family with ADR—Alternative Dispute Resolution in the Circles and applies resolutions as they emerge. She is an ast to the program and I look forward to working with her.
GOALS -Continue working with the data base (as agreed upon by employee and manager) -Continue with Mediation Training -Continue to educate self with the CAS act -More coastal community visits
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 necessaring indicate that you agree with this evaluation.
Employee Signature Date



TALKING TOGETHER

Employee Performance Review

EMPLOYEE INA	ORMATION					
Name Lucie Long	peter			Employee ID	10 miles (10 miles)	
lob Title Facilitate	or-Cochrane-Moose Fact	cory		Date May 30	, 2013	
epartment Talk	ing Together Program			Manager	Carol Kakegabor)
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