



TALKING TOGETHER

Employee Performance Review

EMPLOYEE INFORMATION	
Name <i>Lucie Longpetew</i>	Employee ID
Job Title <i>JTF</i>	Date
Department <i>Talking Together Program</i>	Manager <i>Carol Kakegabon</i>
Review Period <i>(3 Month Probation) yearly</i>	

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"/>
Comments <i>- Know TTP is about - in circle (explain difference CCA - kin in care) - More comfortable in position and in court</i>					
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments <i>- Good work quality - procrastinate at times - depending on season or what's happening at the time</i>					
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments <i>punctual + professional + emails off + when in Cochrane and in Moosanee</i>					
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments <i>- more at ease approaching another professional i.e. lawyers, CAS... etc C+C band reps.</i>					
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments <i>Same as last evaluation - gets along well w/ coworkers, agencies, community speaking Cree helped</i>					
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments <i>- same as last evaluation</i>					
Overall Rating (average the rating numbers above)					

EVALUATION	
ADDITIONAL COMMENTS	<i>Glad that finance issues has evolved better; when she needs something is able to get staff immediately overall satisfied in position - received more + more referrals this past yr.</i>
GOALS (as agreed upon by employee and manager)	<ul style="list-style-type: none"> - mediator Tracy completes - more knowledge - CAS - Staff Training next month * make herself visible * Community visits * Court to obtain referral * Court w/ with Agencies

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



TALKING TOGETHER

Employee Performance Review

EMPLOYEE INFORMATION	
Name: Lucie Longpeter	Employee ID
Job Title: Facilitator-Cochrane-Moose Factory	Date: May 30, 2013
Department: Talking Together Program	Manager: Carol Kakegabon
Review Period: 02-04-13 to 05-30-12 (3 Month Probation)	

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>	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		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	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 times she tends to be tardy but this is being resolved by applying a time management /bi-weekly planner.					
Attendance/Punctuality		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	Although Lucie is out in the field she displays good attendance and is conscientious in this area.					
Initiative		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	Lucie takes her responsibilities as facilitator seriously and works with ease when completing tasks from beginning to end. If she is unsure about a work related matter she usually asks questions.					
Communication/Listening Skills		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	Now that Lucie is more familiar with the program she communicates well with staff, clients, stakeholders and community in all aspects of the program. She is also able to share and apply new information.					
Dependability		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	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	
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 familiar with ADR -Alternative Dispute Resolution in the Circles and applies resolutions as they emerge. She is an asset to the program and I look forward to working with her.
GOALS <i>(as agreed upon by employee and manager)</i>	<ul style="list-style-type: none"> -Continue working with the data base -Continue with Mediation Training -Continue to educate self with the CAS act -More coastal community visits

VERIFICATION OF REVIEW	
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Employee Signature: <i>Lucie Longpeter</i>	Date: <i>June 10/13</i>
Manager Signature: <i>Carol Kakegabon</i>	Date: <i>June 10/13</i>



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Overall Rating (average the rating numbers above) 24/30	

EVALUATION	
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EVALUATION

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GOALS (as agreed upon by employee and manager)

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- Continue to educate self with the CAS act
- More coastal community visits

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Manager Signature: *Carol Kakegabon* Date: *June 10/13*