



COMMUNITY RELEASE AND REINTEGRATION WORKER

Employee Performance Review

EMPLOYEE INFORMATION

Name	Jean Rabbit Waboose	Employee ID	
Job Title	Community Release and Reintegration Worker	Date	Dec 12, 2019
Department	RELREI	Director	Danielle Wood
Review Period	Annual performance evaluation		

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>	-Skilled worker with knowledge of the legal service delivery, the functioning of the administration of justice, working with clients and rendering services to some of the most vulnerable members of the community. Jean has demonstrated a strong willingness to learn and takes professional development opportunities very seriously.				
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	-Jean goes above & beyond for her clients. She is always asking questions of those around her and teaching/sharing knowledge with her peers. Jean is very involved with EFN and has a strong understanding of local governance and working with community leadership/partners. Needs to improve working with police, duty counsel, JHS, - not satisfactory bail/client #s.				
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	-Jean is at work every day. She understands her obligations to call/email/text when she is unable to attend work or when she is sick. She understands her obligations to make arrangements with her peers to fulfill her responsibilities when she is unable to do so. Needs to advise when planned time off not taken.				
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	-Jean has established partnerships with multiple local agencies and service-providers. She works well under little supervision. Jean enjoys being busy and being challenged. Jean needs to improve client numbers by developing relationships with local partners and stakeholders for bail and reintegration.				
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>	-Jean communicates questions and issues as they arise. She should continue to do so. Needs to maintain regular contact with manager.				
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	-Jean is accountable. She is at work, she answers her emails, she ensures her clients are looked after. Needs to ensure reports are in on time and attends team teleconferences.				
Overall Rating (average the rating numbers above)	25				

EVALUATION

ADDITIONAL COMMENTS

- Positive outlook.
- Fosters a team environment.
- Working for the betterment of the services she delivers, the bail program, and NALSC organization.
- Some areas to improve.

GOALS
(as agreed upon by employee and manager)

- database.
- client tele
- reporting.

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	<i>Jean Rabbit Waboose</i>	Date	Dec 12/2019
Director Signature	<i>Danielle Wood</i>	Date	Dec 12/2019