



COMMUNITY RELEASE AND REINTEGRATION WORKER

Employee Performance Review

EMPLOYEE INFORMATION

Name	Charles Benson	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"/>	5
<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. Charles has demonstrated a strong willingness to learn and takes his role seriously.				
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	3	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	-Charles is always asking questions of his manager and teaching/sharing knowledge. Charles is very involved with Weagamow and cares a lot about improving justice in his community. Needs to improve working with police, duty counsel, Chief & Council, bail program partners - not satisfactory bail/client #s.				
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5
<i>Comments</i>	-Charles is at work every day. He understands her obligations to call/email/text when he is unable to attend work or when he is sick.				
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	3	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	-Charles has established partnerships with local agencies and service-providers. He needs to improve client numbers by developing relationships with local partners and stakeholders for bail and reintegration. He needs to get out there, get networking, increase client numbers and referrals. Needs to work strong with less direction.				
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5
<i>Comments</i>	-Charles communicates questions and issues as they arise. Needs to continue to communicate issues.				
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5
<i>Comments</i>	-Charles is accountable. He is at work, he answers his emails, he ensures his clients are looked after. Always attends team teleconferences and gets reports in on time.				
Overall Rating (average the rating numbers above)	26				

EVALUATION

ADDITIONAL COMMENTS

- Positive outlook.
- Fosters a team environment.
- Working for the betterment of the services he delivers, the bail program, and NALSC organization.
- Some areas to improve, get out there, increase client numbers.

GOALS
(as agreed upon by employee and manager)

-going to police station - Danielle to give poster
 - voicemail - C.B. to set up.
 - get out there.

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		Date	Dec 12/19
Director Signature		Date	Dec 12/19