# Victim Witness Program Manager

your logo here

### Employee Performance Review

| Employee Information | | | | | | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name | Gillian Schaible | | | | | | | | | | | Employee ID | | | | |  | |
| Job Title | | Manager Victim Witness Liaison Program (current) | | | | | | | | | | Date | | March 24, 2021 | | | | |
| Department | | | VWL | | | | | | | | | Manager Irene Linklater Executive Director | | | | |  | |
| Review Period | | | |  | | |  | 2020 – March 2021. | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| Ratings | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | 1 = Poor | | 2 = Fair | | 3 = Satisfactory | | | 4 = Good | | 5 = Excellent |
| Job Knowledge | | | | | | | | |  | |  | |  | | |  | | **X** |
| Comments | | | Gillian has demonstrated a thorough knowledge of the position responsibilities and often goes beyond to extend support to clients in multiple ways to meeting the needs of Persons harmed and Persons responsible for the harm,  Police services, soc | | | | | | | | | | | | | | | |
| Work Quality | | | | | | | | |  | |  | |  | | |  | | X |
| Comments | | | Gillian is diligent in her advocacy for Clients, established positive relations with many service providers and relevant institutions including NAN, Tribal Councils, Chief & Council, funders, MAG, courts personnel, police, health & social supports that are culturally informed. Reporting is excellent and meets deadlines. | | | | | | | | | | | | | | | |
| Attendance/Punctuality | | | | | | | | |  | |  | |  | | |  | | **X** |
| Comments | | | Reliable and dependable | | | | | | | | | | | | | | | |
| Initiative | | | | | | | | |  | |  | |  | | |  | | **X** |
| Comments | | | Regularly takes initiate to support staff such as finding training opportunities for them, and clients to improvements to the VWL services and seeks out ways to resource other funding. | | | | | | | | | | | | | | | |
| Communication/Listening Skills | | | | | | | | |  | |  | |  | | |  | | **X** |
| Comments | | | Excellent verbal and written communication skill sets – including respectful in ways of communication by traditional Protocols. A seasoned presenter that engages the audience with clear presentation of information effectively. | | | | | | | | | | | | | | | |
| Dependability | | | | | | | | |  | |  | |  | | |  | | **X** |
| Comments | | | Actively seeks to undertake innovative approaches to discharge duties and uphold NALSC mandate, without hesitation. | | | | | | | | | | | | | | | |
| Overall Rating (average the rating numbers above) | | | | | | | | | | **Excellent** | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| Evaluation | | | | | | | | | | | | | | | | | | |
| Additional Comments  Gillian is a valuable asset to NALSC , contributes positively to management meetings and always seeking new ways to improve service supports. | | | | | Salary increase approved to $69K start date April 5, 2021. Title change to Manager Victim Support Programs. | | | | | | | | | | | | | |
| Goals  (as agreed upon by employee and manager)  I support Gillian’s goals & professional development plans set out in her self evaluation. | | | | |  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| 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 March 24, 2021 | | |  | | | |
| Manager Signature | | | | | |  | | | | | | Date March 24, 2021 | | |  | | | |