



COMMUNITY RELEASE AND REINTEGRATION WORKER

Employee Performance Review

EMPLOYEE INFORMATION

Name	David Sutherland	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"/>	4	<input 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. David has strong willingness to learn and demonstrated a commitment to NALSC. He needs to appreciate his role working for accused/offenders. Improve advocacy for his clients' rights.				
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	3	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	-David is always asking questions of his manager and teaching/sharing knowledge. David is very involved with local governance and understands local governance and affairs well. 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>	-David 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"/>	<input type="checkbox"/>	4	<input type="checkbox"/>
<i>Comments</i>	-David has established partnerships with local agencies and service-providers. He works well under little supervision. 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.				
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	<input type="checkbox"/>
<i>Comments</i>	-David communicates questions and issues as they arise. He should continue to maintain communication with his manager. Needs to improve listening skills and act on the direction given to him.				
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5
<i>Comments</i>	-David is accountable. He is at work, he answers his emails, he ensures his clients are looked after. Always attends team teleconferences and needs to improve getting his reports in on time.				
Overall Rating (average the rating numbers above)	25				

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)

- working w/ police - D.S.
 ↳ D.W. to give poster
 - stay on the bail committee
 keeping working w/ Phyan, Judy
 Krystal, Ahenwopisket → Bail beds + David

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 / 2019
Director Signature		Date	Dec 12 / 19.