

# TALKING TOGETHER

Employee Performance Review



EMPLOYEE INFORMATION	
Name Roberta Wesley	Employee ID
Job Title Talking Together Facilitator	Date December 21, 2011
Department Talking Together Program	Manager Carol Kakegabon
Review Period August 11/11 to December 21/11	

RATINGS					
	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
<b>Job Knowledge</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>	Roberta has a good working knowledge of the program and has developed good administrative practices. She works well and adapts to changes as they arise.				
<b>Work Quality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	Roberta is very conscientious when writing reports and applies herself to the administrative duties and responsibilities of the position. She has a good sense of work ethic and works well under pressure.				
<b>Attendance/Punctuality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	Attendance and punctuality is good.				
<b>Initiative</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>	Roberta has a lot of suggestions and ideas regarding program changes and processes, this has been an asset to program goals.				
<b>Communication/Listening Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	Roberta communicates well with staff, clients, community and stakeholders. She is also able to share and apply new information to the duties of the Talking Together facilitator position when needed.				
<b>Dependability</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	Roberta demonstrates accountability in the office and out in the field.				
<b>Overall Rating (average the rating numbers above)</b>		26/30			

EVALUATION	
<b>ADDITIONAL COMMENTS</b>	Roberta, has been with the program for a couple of years but this evaluation only reflects my experience as manager in the past four months. For the most part, Roberta has established a good working relationship with staff, clients, community and stakeholders of the communities that she serves. She has established a good work ethic and is flexible with change. However, at times she needs to be more professionally cognizant when being addressed or advised by her supervisors in resolving administrative matters. In general, Roberta is an asset to the program and takes pride in working for the agency and in her daily duties as a facilitator. Great Work!
<b>GOALS</b> (as agreed upon by employee and manager)	-Mediation Training -Personal Wellness & Self Care

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
Manager Signature <i>C Kakegabon</i>	Date <i>Jan 20/12</i>

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Employee ID

Job Title Talking Together Facilitator

Date December 21, 2011

Department Talking Together Program

Manager Carol Kakegabon

Review Period August 11/11 to December 21/11

**GOALS**

(as agreed upon by employee and manager)

-Mediation Training

-Personal Wellness & Self Care

**VERIFICATION OF REVIEW**

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Employee Signature

*R. Wesley*

Date

*Jan. 24/12*

Manager Signature

*C. Kakegabon*

Date

*Jan 25/12*



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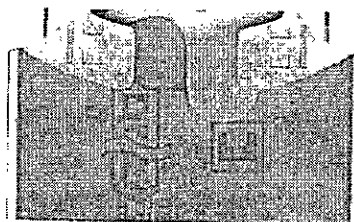
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Job Title <i>Facilitator</i>	Date <i>Dec 21/11</i>
Department <i>Talking Together</i>	Manager <i>Carol Kakeyama</i>
Review Period	to

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<b>Job Knowledge</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments	<i>Roberta has a good working knowledge of the programs and works well when changes occur re: forms, processes</i>					
<b>Work Quality</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments	<i>Roberta is very conscious when doing reports and other administrative duties. She demonstrates good work ethic.</i>					
<b>Attendance/Punctuality</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments						
<b>Initiative</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments	<i>Roberta has a lot of input and ideas around program changes or administrative processes which is good but is better when addressed within program's policy/procedure</i>					
<b>Communication/Listening Skills</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments	<i>Roberta is very good at communicating with staff, clients and community. This is an asset to her duties and working relationships with stakeholders</i>					
<b>Dependability</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments	<i>Roberta is accountable in the office and out in the field</i>					
<b>Overall Rating</b> (average the rating numbers above)	<i>26/30</i>					

EVALUATION	
ADDITIONAL COMMENTS	<i>Roberta has been with the program for a couple of years and has established a good working relationship with staff, clients and community. She is an asset to the program and takes pride in her daily duties. More of conscious effort is needed at times when travel approvals are amended or changed.</i>
GOALS (as agreed upon by employee and manager)	

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