



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
Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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.				
Work Quality	<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.				
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	Attendance and punctuality is good.				
Initiative	<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.				
Communication/Listening Skills	<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.				
Dependability	<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.				
Overall Rating (average the rating numbers above)	26/30				

EVALUATION	
ADDITIONAL COMMENTS	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!
GOALS (as agreed upon by employee and manager)	-Mediation Training -Personal Wellness & Self Care ✓

VERIFICATION OF REVIEW	
<i>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.</i>	
Employee Signature	Date
Manager Signature	Date



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Department Talking Together Program

Manager Carol Kakegabon

Review Period August 11/11 to December 21/11

GOALS*(as agreed upon by
employee and manager)*

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-Personal Wellness & Self Care

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Employee Signature



Date

Jan. 24/12.

Manager Signature



Date

Jan 25/12



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