

Employee Performance Review



EMPLOYEE INFORMATION		· · · · · · · · · · · · · · · · · · ·				
Name Roberta Wesley			Employee ID			
Job Title Talking Together Facilitator	Date December	Date December 21, 2011				
Department Talking Together Program			Manager Carol Ka	kegabon		
Review Period August 11/11 to Dec	ember 21/11					
					1	
RATINGS						
	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent	
Job Knowledge					✓	
Comments Roberta has a good working as they arise.	knowledge of the progran	n and has develo	ped good administrative pa	ractices. She works well a	and adapts to changes	
Work Quality				✓		
Comments Roberta is very conscientious good sense of work ethic and			to the administrative duties	s and responsibilities of ti	ne position. She has a	
Attendance/Punctuality				✓		
Comments Attendance and punctuality i	s good.					
Initiative					√	
Comments Roberta has a lot of suggesti	ions and ideas regarding p	orogram changes	and processes, this has be	een an asset to program	goals.	
Communication/Listening Skills				√		
Comments Roberta communicates well of the Talking Together facilities	with staff, clients , commu tator position when need	unity and stakeho	lders. She is also able to s	share and apply new info	rmation to the duties	
Dependability				√		
Comments Roberta demonstrates accou	ntability in the office and	out in the field.				
Overall Rating (average the rating numbers above) 26/30						
			147 -			
four months., stakeholders o times she need administrative	For the most part, Robert f the communities that sh is to be more professiona	a has established e serves. She ha ily cognizant whe	s but this evaluation only re a good working relationsh s established a good work on being addressed or advi the program and takes pr	aip with staff, clients, con ethic and is flexible with sed by her supervisors in	nmunity and change. However, at resolving	
GOALS (as agreed upon by employee and manager) -Personal Well	ining ness & Self Care 🗸					
F						
VERIFICATION OF REVIEW	have discussed this was in	u in datail with	ur cunonvisor. Cianina this	form does not necessari	ly indicate that you	
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			Date			



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				Manager Carol Kakegabon				
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Ro	berta is very conscientious	when writing reports an	id applies herself	to the administrative dutie	s and responsibilities or	RIG hosition, are usa		
Comments god	od sense of work ethic and	works well under press	ure.			page 5 6 frag phonomenonous few somewhite		
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Attendance/Pur Comments Att Initiative Comments Ro Comments Ro Comments Ro Opendability Comments Ro	nctuality tendance and punctuality is berta has a lot of suggestic Listaning Skills berta communicates well with Talking Together facility	good. go	program change nunity and stakeh ded.	s and processes, this has be	een an asset to program	n goals.		

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 Workl

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ame Roberta Wesley		Date December 21, 2011
b Title Talking Togethe	r Facilitator	A CAMBO COMPANY OF THE RESIDENCE OF THE PARK OF THE PA
epartment Talking Tog	ether Program	Manager Carol Kakegabon
eview Period August 1	1/11 to December 21/11	
GOALS 'as agreed upon by employee and manager)	-Mediation Training	
	-Personal Wellness & Self Care	
VERTECATION OF R	EVIEW	all with your supervisor. Signing this form does not necessarily indicate that you
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TALKING TOGETHER

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Review Period	d August 11	/11 to December	21/11				
RATINGS			1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
Job Knowle	dae						✓
Comments			edge of the progra	am and has develo	oped good administrative p	ractices. She works well	and adapts to changes
Work Qualit	ty					✓	
Comments	Roberta is ve good sense	ery conscientious wher of work ethic and work	n writing reports ar is well under press	nd applies herself sure.	to the administrative duties	s and responsibilities of t	
Attendance	/Punctuality					✓	
Comments	Attendance a	and punctuality is good	i.				
Initiative							V
Comments	Roberta has	a lot of suggestions ar	nd ideas regarding	program changes	s and processes, this has be	een an asset to program	goals.
Communica	ation/Listenir	ng Skills	О			✓	
Comments	Roberta com of the Talkin	nmunicates well with st ng Together facilitator p	aff, clients , commossition when need	nunity and stakeh ded.	olders. She is also able to	share and apply new info	ormation to the duties
Dependabil	ity		С			✓	
Comments	Roberta den	nonstrates accountabili	ty in the office and	d out in the field.			
Overall Rat	i ng <i>(average t</i>	the rating numbers abo	ove) 26/30				
EVALUATI	ON						
ADDITIONAL	COMMENTS	four months. For the stakeholders of the cotimes she needs to be	e most part, Rober communities that s se more profession rs. In general, Rob	ta has established the serves. She ha ally cognizant wh	rs but this evaluation only rod a good working relationshas established a good work en being addressed or adviothe program and takes pr	nip with staff, clients, cor ethic and is flexible with sed by her supervisors in	nmunity and change. However, at resolving
GOALS (as agreed upon by employee and manager) -Mediation Training -Personal Wellness & So		Self Care					
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Employee Sig	gnature				Date		
Manager Sig	nature 🦳	P. bon 1	101		Date	,20/12	