

**TALKING TOGETHER**  
Employee Performance Review



EMPLOYEE INFORMATION	
Name	Roberta Wesley
Employee ID	
Job Title	Talking Together Facilitator - Timmins
Date	January 10, 2013
Department	Talking Together Program
Manager	Carol Kakegabon
Review Period	December 21, 2011 to December 21, 2012

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 type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>	As a senior facilitator Roberta is very knowledgeable about the program and applies herself in all aspects of the program including the data base and with new changes when they arise. She is well versed with program knowledge and presents the program with confidence and in a professional manner.				
<b>Work Quality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>	Roberta demonstrates a good professional ethic when doing reports and administrative tasks. She takes pride in her work and follows procedures willingly and confidently.				
<b>Attendance/Punctuality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	Roberta is generally punctual and conscientious of her work hours.				
<b>Initiative</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>	Roberta performs her duties with confidence and takes the extra effort to ensure the program goals are being adhered to. She ensures the clients receive quality service and respect.				
<b>Communication/Listening Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	She communicates well with her peers, clients and other staff respectfully and demonstrates good listening skills.				
<b>Dependability</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>	Roberta is very reliable, committed and dependable in the work she does as a mediator.				
<b>Overall Rating (average the rating numbers above)</b>	28/30				

EVALUATION	
<b>ADDITIONAL COMMENTS</b>	As a senior facilitator Roberta has grown and developed professionally and in the past year. She has taken the initiative to accomplish some of her goals from her last evaluation and has shown commitment and confidence in her job duties as a very experienced facilitator. She applies her knowledge to the daily and weekly duties of the Talking Together Program and takes pride in working with the families and communities we serve.
<b>GOALS (as agreed upon by employee and manager)</b>	<ul style="list-style-type: none"> <li>Mediation Training (cont)</li> <li>Trauma Counseling Front line worker Level 1</li> <li>Data base (cont)</li> <li>More Public Relations work</li> </ul>

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	<i>[Signature]</i>
Manager Signature	<i>[Signature]</i>
Date	Jan 10/13
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