TALKING TOGETHER

Employee Performance Review



EMPLOYE	E INFORM	ATION					
Name Robe	erta Wesley				Employee ID		
Job Title Tal	lking Togethe	er Facilitator -Timmins			Date January 10), 2013	
Department	Talking Tog	ether Program			Manager Carol Ka	kegabon	
Review Period	December December	21, 2011 to 21, 2012					
RATINGS	16						
			1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
Job Knowled							√
Comments	As a senior and with ne professional	facilitator Roberta is very knowle w changes when they arise. She I manner.	edgeable about t is well versed v	the program and vith program kno	applies herself in all aspect wledge and presents the pi	s of the program includii ogram with confidence a	ng the data base and in a
Work Quality	у						√
Comments		monstrates a good professional e willingly and confidently.	thic when doing	reports and adm	ninistrative tasks. She takes	pride in her work and fo	ollows
Attendance/	Punctuality	1				√	
Comments	Roberta is g	generally punctual and conscienti	ous of her work	hours.			
Initiative							√
Comments		forms her duties with confidence ive quality service and respect.	e and takes the e	extra effort to en	sure the program goals are	being adhered to. She	ensures the
Communicat	tion/Listeni	ng Skills				√	
Comments	She commu	inicates well with her peers, clier	its and other sta	off respectfully an	d demonstrates good lister	ing skills.	ce.
Dependabili	ty						√
Comments	Roberta is v	very reliable, committed and dep	endable in the w	vork she does as	a mediator.		
Overall Ratio	ng (average	the rating numbers above)	28/30				
EVALUATIO	N						
ADDITIONAL COMMENTS		As a senior facilitator Roberta h accomplish some of her goals fi experienced facilitator. She app in working with the families and	om her last eva lies her knowled	luation and has s Ige to the daily ar	hown commitment and cor	ifidence in her job duties	s as a very
GOALS (as agreed up employee and		Mediation Training (con't) Trauma Counseling Front line w Data base (con't) More Public Relations work	vorker Level 1				
				az Visilesse Saessa vin			
VERIFICAT			thic review in de	stail with your our	penvisor Signing this form	does not necessarily indi	cate that you
By signing this agree with thi		confirm that you have discussed i	inis review in de	call With Your SUP	1/20	ioes not necessarily indic	cate that you
Employee Sign	nature				Date	WI WI	
Manager Sign	ature 🦳	b 1 -			Date	12/13	

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