



Nishnawbe-Aski Legal Services Corporation

RE: Completion of Probationary Period

March 23, 2020

Madelaine Kiokee
Community Legal Worker (1yr Contract)
Legal Aid Ontario
mkiokee@nanlegal.on.ca

Dear Madelaine,

We are pleased to congratulate you on the successful completion of your probationary period on **April 6, 2020** with our organization. Your personnel file will be updated with a copy of your performance review.

If you require any further information, please feel free to contact your Manager or the Human Resources department at (807) 622-1413 Ext 7714 or cshwetz@nanlegal.on.ca.

We look forward to your ongoing contributions to the success of our organization.

Sincerely,

Heather Baillie
LAO Manager



COMMUNITY LEGAL WORKER – MANAGER COPY
Employee Performance Review

The Manager will fill out page (1) before meeting with the employee. The Employee will fill out page (3) before meeting with the Manager.

EMPLOYEE INFORMATION	
Name: Madelaine Kiokee	Employee ID:
Job Title: Community Legal Worker	Date: April 2, 2020
Department: Legal Aid Ontario	Manager: Heather Baillie
Review Period: 3 Month Probation	

RATINGS					
	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments: Learning and keeping up to date with NALSC and LAO policy and procedures					
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments: LAO Applications received in timely manner and clients are assisted with matters: - certificate, referrals to other agencies or NALSC program					
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments: Attends all courts and follows up, Responds quickly to emails and follows up with clients, Advises when leaving the office to attend court,					
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments: Will follow up with clients, team player					
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments: Excellent, Speaking and understanding Cree an asset.					
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Comments:					
Overall Rating (average the rating numbers above) 28					

EMPLOYEE INFORMATION**Name:** Madelaine Kiokee**Employee ID:****Job Title:** Community Legal Worker**Date:** April 2, 2020**Department:** Legal Aid Ontario**Manager:** Heather Baillie**Review Period:** 3 Month Probation**EVALUATION****ADDITIONAL COMMENTS:** Excellent worker – will cover additional court and assist clients**GOALS***(as agreed upon by employee and manager)*Goal #1: Will begin entering legal aid applications on Peoplesoft.Goal #2:Goal #3:



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Department: Legal Aid Ontario	Manager: Heather Baillie
Review Period: 3 Month Probation	

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 <i>Madelaine Kioke</i>	Date <i>May 5, 2020</i>
Manager Signature <i>Heather Baillie</i>	Date <i>May 5/2020</i>

COMMUNITY LEGAL WORKER – EMPLOYEE COPY
Employee Performance Review

EMPLOYEE INFORMATION

Name: Madelaine Kiokee	Employee ID:
Job Title: Community Legal Worker	Date: , 2020
Department: Legal Aid Ontario	Manager: Heather Baillie
Review Period: 3 Month Probation	

RATINGS

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Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments	Was in same position 10 years ago, familiar with requirements and always asking questions if I don't know. Trying to master PeopleSoft.				
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments	adjusting to new way of doing things, always keeping in mind the people who need our help.				
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments	Come in early @ 8:30 most mornings. On time for courts and other venues.				
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments	have worked on my own most of the time so I rely on others to be sure all things are covered.				
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments	able to communicate fluently in both languages, Cree and English				
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments	Always willing to help out.				
Overall Rating (average the rating numbers above)					