



ADMINISTRATION


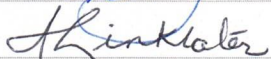
Employee Performance Review

EMPLOYEE INFORMATION	
Name	CORREEN KAKEGAMIC
Employee ID	
Job Title	EXECUTIVE ASSISTANT
Date	July 25, 2022
Department	ADMIN
Manager	Irene Linklater Exec. Director
Review Period	One Year

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>	Correen has an excellent handle of the job duties of an Executive Assistant and applies her skill sets from her formal education holding a Master's Degree in Education. Becoming more familiar with NAN LEGAL Policies and applying.				
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>	Excellent minutes prepared in timely period. Emails to the Executive and full Board are professionally written, clear and articulate issues and planning appropriately. Quick Learner – lead user of Zoom and TEAMS scheduling virtual tools.				
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>	As with all NAN LEGAL Staff working in Remote Work during COVID-19 and only recently returning to office in late July – Correen demonstrated due diligence attendance and punctuality to scheduled Zoom meetings & impromptu meetings.				
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>	Correen is pro-active in preparing documents for Board meetings, Committee meetings. Making improvements to her Excel preparations. Good relations with Colleagues. Excellent Team member of AGM virtual/in-person hybrid on Registration and reaching out to Chiefs and/or Delegates. Very approachable, takes initiative and contributes to sharing in team work.				
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>	Excellent written and communication skills. Cordial and professional in her interactions with the Board, Staff, External Committee colleagues and funders and others making inquiries.				
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>	Reliable. Always prepared to undertake new tasks and has quick turn-arounds to drafts for ED review and is able to complete tasks on time or ahead of due time.				
Overall Rating (average the rating numbers above)	Excellent				

EVALUATION
Correen has successfully completed her job performance to one year evaluation for position of Executive Assistant.

EMPLOYEE INFORMATION	
Name CORREEN KAKEGAMIC	Employee ID
Job Title EXECUTIVE ASSISTANT	Date July 25, 2022
Department ADMIN	Manager Irene Linklater Exec.Director
Review Period One Year	
GOALS <i>(as agreed upon by employee and manager)</i>	<ol style="list-style-type: none"> 1. Identify Executive Courses or Conferences to attend on Goal of increased professional skills sets. 2. Additional Tasks for Fly-In Courts until funding is expended as PT coordination role with salary increment – to Goal of drafting letters and briefing notes for ED review that may be applied to other work areas. 3. Continue Goal of thorough familiarity of NAN LEGAL Board Policy & By-Laws, Finance and HR Policies.

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 July 25, 2022
Manager Signature 	Date July 25, 2022

Goals and Performance Plan (GPP) – due by or before January 31st interim review and Annual Eval. in July 2023

Date: July 25, 2022	Name of employee:	Name of supervisor:
	CORREEN KAKEGAMIC Position: Executive Assistant	IRENE LINKATER Position: Executive Director
Employee's main goals for this year:	<ol style="list-style-type: none">1. Identify Executive Courses or Conferences to attend on Goal of increased professional skills sets.2. Additional Tasks for Fly-In Courts until funding is expended as PT coordination role with salary increment – to Goal of drafting letters and briefing notes for ED review that may be applied to other work areas.3. Continue Goal of thorough familiarity of NAN LEGAL Board Policy & By-Laws, Finance and HR Policies.	
How progress towards the goals will be measured:	<ol style="list-style-type: none">1. Select Course Conference for ED review and decision of approval.2. A) Prepared Draft Letters B) Prepared Briefing Notes3. Regular reviews monthly of policies and meeting with ED on progress throughout the year. Interim update in January 2023.	
Next meeting date:	January 2023 on Interim review of Goals. July 25, 2023. Year 2 Annual Evaluation.	