



**JOB TITLE:**  
Employee Performance Review

EMPLOYEE INFORMATION	
Name <i>Lawen Duffer</i>	Employee ID
Job Title <i>Ry Assistant</i>	Date <i>Dec 12/22</i>
Department <i>BS</i>	Manager <i>Chantille</i>
Review Period <i>Jun 2022 - JAN 2023</i>	

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"/>
Comments <i>Great -</i>					
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments <i>Organizational. Great understanding of court &amp; program.</i>					
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments					
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments <i>Great work taking lead. on protocol &amp; Covid files.</i>					
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments					
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments <i>Great with staff.</i>					
Overall Rating (average the rating numbers above)					

*Large  
Repayment  
Duties*

EVALUATION	
ADDITIONAL COMMENTS	<i>Passed on workload &amp; Responsibility 45000.00 CURRENT workload. Will review after restructure.</i>
GOALS (as agreed upon by employee and manager)	<i>Learn Budgeting. Supervision-Training.</i>

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>	Date <i>Dec 12/22</i>
Manager Signature <i>[Signature]</i>	Date <i>Dec 12/22</i>

125.58/

Self-Evaluation Form

Employee Name: <u>Lauren Differ</u>	Job Title: <u>RJ ADMIN ASSISTANT</u>
Date: <u>DEC 12 2002</u>	

Please complete the following information to help prepare for your performance review. Use the spaces provided to include appropriate comments about your job and your performance.

1. What do you consider to be the top three to five priorities of your job as you understand them?

- Assist RJ manager + Coordinator in day-to-day operations of RJ program (drafting correspondence, tracking referrals, communicating w staff)
- Provide support to RJ staff (answer admin related questions, etc)
- Provide support to RJ coordinator + RJ manager in preparing stats, reports, proposals

2. What do you see as your greatest accomplishment or successful efforts since the beginning of your employment with Nishnawbe-Aski Legal Services Corporation?

- Assisting implement central referral email system
- Participate in funding meetings / opportunity to liaise
- Good relationships with co-workers

3. In what area or areas would you like to gain more experience, training or education?

- Training on supervision / "management" to better assist RJ manager

4. What activities or trainings have you participated in to develop yourself professionally?

- Participated in travel experiences w visits to communities (Piik, Ft. Hope, etc.)

5. What could you do to perform your job duties and assigned tasks more efficiently?

- Communication w RJ coordinator since our tasks often overlap.

6. What are your primary goals and objectives for the organization as the Executive Director <sup>Admin Assistant.</sup>

- Ensure RJ frontline staff have the supports necessary to do their jobs effectively and in a manner that aligns with NALSC's mandate + values.

7. What kinds of professional development activities would you like to do during the coming year?

- Training in "supervision / management"

8. Other Comments: