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JC

Self-Evaluation Form

Employee Name: Jason Caron	Job Title: Talking Together Program Facilitator
Date: January 10th, 2023	

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?
 1. Plan and facilitate talking circles.
 2. Support and guide program participants through the circle process, as well as provide assistance and referrals for program participants' issues.
 3. Keep clear and thorough records of activities and manage the privacy and personal information of all program participants.
 4. Collaborate and communicate with the TT team and community partners
 5. Promote and represent the program within the community, either in collaboration with other orgs to get referrals, or just in general to further the reputation of the program.

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

I have only been here a short time so far, but I am very proud of the fact that my first circle, which had a lot of potential to go wrong, actually went quite well, and I believe things are being set up well for their future circles.

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

I am always most interested in expanding my knowledge about cultural practices and ceremony.

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

My employment kicked off with the Anishnawbek Nation circle process training which I thought was a lot of fun. There was also the all-staff gathering, which I thought was a good opportunity to share some of my thoughts and ideas with the organization.

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

I think I would be able to be more productive if I had access to the scheduling tools I have talked about in the past (Calendly). I also feel that our intake forms could use a little work, but, perhaps I can bring that up in an upcoming meeting.

At the moment I am dealing with some somewhat unanticipated scheduling difficulties, I will be speaking with Carol about this ASAP! I don't feel it is anything we can't figure out. I feel quite supported in my role, here.

6. What are your primary *goals and objectives for your position and program as a* Talking Together Program Facilitator *worker?*

Serve the community with excellence, always!

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

If it is something the organization would be understanding of, I think it would be beneficial for all of us to make the case that cultural activities, such as cultural workshops, language classes, teachings and aadsookaanan events, and even ceremony, are not just leisure activities or things we can only do in our spare time. I think these things are very important for an indigenous service worker, and certain kinds of events could be considered professional development. Language classes especially seem like something that could be professionally valuable.

8. Other Comments:

Nothing further that I can think of in the writing of this self evaluation!

Miigwech for your time.



TALKING TOGETHER PROGRAM

Employee Performance Review (Part 2)

EMPLOYEE INFORMATION	
Name Jay Caron	Employee ID
Job Title TTP-Facilitator	Date January 11, 2024
Department Talking Together Program	Manager Carol Buswa
Review Period	3 month Probationary Period

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"/>
<i>Comments</i>	Jay conducts the Circle process well and understands his role and applies the skills needed for the process. If he is unsure he asks questions for clarification. Prepares participants well prior to Circle.
Work Quality	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
<i>Comments</i>	He demonstrates good writing skills and detail when completing reports and forms. He is becoming more aware of simplifying the detail of Circle reports for clients and participants
Attendance/Punctuality	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
<i>Comments</i>	Jay is reliable in this area.
Initiative	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
<i>Comments</i>	Jay has taken the initiative to address any concerns when working with clients, families and staff.
Communication/Listening Skills	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
<i>Comments</i>	Overall, Jay communicates very well with clients and staff. He is articulate and is learning to communicate at the grassroots level with the clients that we serve.
Dependability	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
<i>Comments</i>	Jay is reliable and committed to the program and clients we serve.
Overall Rating (average the rating numbers above)	24/30

EVALUATION	
ADDITIONAL COMMENTS	Overall, Jay has been a great asset to the program and demonstrates initiative when working with clients, communities, and staff. He is learning and applying new skills to the job and communicates well with clients and staff. He is a good team player. Keep up the good work!
GOALS (as agreed upon by employee and manager)	-Simplify language in reporting

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 Jan 12, 2024
Manager Signature	Date Jan 12, 2024