



POSITION TITLE

Employee Performance Review

EMPLOYEE INFORMATION

Name	Melissa Carpenter	Employee ID	
Job Title	Victim Witness Liaison Worker	Date	May 24, 2024
Department	Victim Witness Liaison Program	Manager	Alana Odawa-Lindstone
Review Period	3 month review		

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>	Melissa has been taking this role with the eagerness to learn and continues to expand her knowledge of the program.				
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	Melissa continues to produce good work quality. She utilizes the database on a regular basis.				
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	I am satisfied with her attendance and punctuality. We did have a discussion about sick time and how it's accumulated, now that her probation period is completed. She attended the recent HRIS refresher.				
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	Melissa is learning very well and takes initiative when it comes to the vwl position. If she has any questions, she reaches out for clarity.				
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	Melissa is very open with her communication and listening skills. If she has demonstrated this throughout her probationary.				
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	Melissa has always followed through with her tasks and is available for any job related duties.				
Overall Rating (average the rating numbers above)	24/30				

EVALUATION

ADDITIONAL COMMENTS

Melissa is very compassionate and empathic to the clients she provide services to and builds a rapport with them fast. She has built trust with the younger clientele going through the courts.

GOALS

(as agreed upon by employee and manager)

complete a mental health first aid training

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		Date	May 24, 2024
Manager Signature	Alana Odawa-Lindstone	Date	May 24, 2024

Self-Evaluation Form

Employee Name: <u>Melissa Carpenter</u>	Job Title: <u>Victim Witness Liaison</u>
Date: <u>April 30, 2024</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?

- Supporting victims through the court process
- Liaison with the crown attorney, other services, NAPS
- Keep victims updated about court results.
- Support at Trials
- Inform/ ^{refer} victims to other support services, ^{victim impac} ^{statement}

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

- Learning legal & ^{terms} court process.
- Advocating for victims.
- Did a presentation in Peawanuck and clients did reach out from that.

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

- Court/Trials.
- I have went to court to watch a trial but it was short ~~and~~ and remanded.

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

- Justice as Trauma Conference
- Trauma Support Training Workshop
- Indian Residential School Workshop
- Human Trafficking Information session
- Peawanuck - VWL presentation
- VWL Training (HRIS) TBar
- Accompanying child victims thru court
Online worksh
- open house - Mattogun

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

- Prioritize tasks
- Find a better way to organize files (what works for me)
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6. What are your primary goals and objectives for your position and program as a Victim Witness Liaison/worker?

- Support Victims
- update victims about current status & results
- liaison with Crown Attorney.
- Safety plans
- Victim impact statements

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

- Attending workshops/conferences
- mental health first aid

8. Other Comments: