

Self-Evaluation Form

Employee Name: Carly Winters	Job Title: Legal Aid Assistant
Date: June 10 th , 2024	

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?

- Provide administrative and communicative support to the Director of Legal services, as well as the Legal Aid Department as a whole (Fill in for reception and take Legal Aid applications at Courthouse)
- Basic file management and organization
- Coordinate and schedule meetings, complete PO's, assist with travel claims and visa submissions.
- Review and draft/proof-read letters and formal reports, create powerpoints and presentations.

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

Realized I am tech-savvy and have a good understanding of computer applications, as well as communicating, catching on quickly as to what my role is or tasks assigned to me.

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

I would like to be involved in more hands on Legal work, as my education is in Paralegal studies. And I am currently studying to write my paralegal licensing exam with the Law Society of Ontario.

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

Mental Health Training at the end of June (possibly).

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

I think I can be a bit more assertive and confident to express my ideas and opinions.

6. What are your primary goals and objectives for your position and program as a NAV Legal worker?

- To gain confidence and experience in legal work/ providing legal services.
- Become more hands on and reach a higher potential to apply knowledge with my skills and formulate solutions.

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

- Legal Services training
- Cultural training and experience
- Mental health training

8. Other Comments:



POSITION TITLE
Employee Performance Review

EMPLOYEE INFORMATION	
Name CARLY WINTERS	Employee ID
Job Title LEGAL AID ASSISTANT	Date 12 - JUNE 2024
Department LEGAL SERVICES	Manager RENZO C ARON
Review Period APR. - JUNE '24 - 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"/>
Comments					
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments					
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments					
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments					
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments					
Overall Rating (average the rating numbers above)					

EVALUATION	
ADDITIONAL COMMENTS	CARLY HAS STRONG INITIATIVE AND DESIRE TO CONTRIBUTE TO ASSISTING WITH ORGANIZATIONAL NEEDS AND TO LEARN LEARN. GOOD SELF-EVALUATION
GOALS (as agreed upon by employee and manager)	CONT. TO PURSUE PARALEGAL CREDENTIALS

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 Carly Winters	Date 12 - June - 2024
Manager Signature [Signature]	Date 12 - JUNE 2024