



POSITION TITLE

Employee Performance Review

EMPLOYEE INFORMATION

Name Nicole Spence Employee ID _____
 Job Title Community Justice SL Date June 26, 2024
 Department Justice programs Manager Kenneth Sackney
 Review Period 3 months

RATINGS

1 = Poor 2 = Fair 3 = Satisfactory 4 = Good 5 = Excellent

Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments	<u>fairly new, will come with repetition</u>				
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments	<u>Small sample size, will see how it gets busy</u>				
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 checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>
Comments	<u>Grabbed extra communities without hesitation</u>				

Overall Rating (average the rating numbers above)

EVALUATION

ADDITIONAL COMMENTS

GOALS
(as agreed upon by employee and manager)

- open case and close cases in 3 months
- networking with stakeholders

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 N Spence
 Manager Signature [Signature]

Date June 26/24
 Date June 26/24

Self-Evaluation Form

Employee Name: Nicole Spence	Job Title: RJ
Date: June 26 th , 24	

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?

Understanding the client and what he/she may have been through prior
Understanding the teachings and moons for the people
Being kind
Time management

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

Working with the youth and helping them understand their mistakes and helping them improve to not make the same mistakes again. Learning from what happened and moving forward with it

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

Having contacts numbers and or emails of Band members/Chief and or NAPS
Training in more of the aboriginal beliefs.
More cultural understanding of medicines (plant, food, water)

8. Other Comments:

I have enjoying the work so far, and am excited to see what the future holds.