



# STAFF LAWYER

## Employee Performance Review

### EMPLOYEE INFORMATION

Name	Stuart Bruce	Employee ID	
Job Title	LAO Staff Lawyer	Date	November 21, 2024
Department	LAO	Manager	Doreen Stone
Review Period	3 month	August to November 21, 2024	

### RATINGS

	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
<b>Job Knowledge</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	Excellent job knowledge, use of colleagues, excellent research skills. Awaiting the use of Quick law to use case law in court preparation.				
<b>Work Quality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>	Tremendous work ethic, quality of presentations in the community is fantastic, always willing to take on new challenges and tasks as assigned. Willing to assist when asked.				
<b>Attendance/Punctuality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>	Always punctual and attendance is good. No issues with performance. Notifies when flights are cancelled and and if he will be late.				
<b>Initiative</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>	Eager to learn and take on new responsibilities. Always researching for Community Presentations. Takes on any task with ease and a real pleasure to work with.				
<b>Communication/Listening Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>	Excellent verbal, listening and communication skills. Articulates well, very personal, compassionate. Great commitment and colleague to staff members.				
<b>Dependability</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>	Always dependable and taking on tasks assigned. Ready for all challenges tasked with.				
<b>Overall Rating</b> (average the rating numbers above)	29/30 = 9.67				

### EVALUATION

<b>ADDITIONAL COMMENTS</b>	Pleasure to work with, excellent resource with language skills. Adapts to high volume calls and no issues with work performance. Great reviews from colleague as to performance under pressure. Always willing to assist other programs with any questions on legal issues. If he does not know the answer he will look for the correct answer prior to responding.
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**EMPLOYEE INFORMATION**

Name Stuart Bruce

Employee ID

Job Title LAO Staff Lawyer

Date November 21, 2024

Department LAO

Manager Doreen Stone

Review Period 3 month August to November 21, 2024

**GOALS***(as agreed upon by  
employee and manager)*

More training on Wills and Estates for on Reserve membership.

Solo DC work in the communities in the coming months.

More Continuing Legal Education in the new year.

Summary Offence Conviction Training.

**VERIFICATION OF REVIEW**

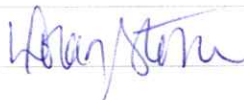
*By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.*

Employee Signature



Date November 21, 2024

Manager Signature



Date November 21, 2024

**Goals and Performance Plan (GPP) – due by January 31<sup>st</sup>, reviewed in July**

**Date: November 21, 2024**

Name of employee: Stuart Bruce

Name of supervisor: Doreen Stone

Review of budget in the new year to determine the access to attend more training sessions.

Mental Health Training in February 3 & 4, 2025.

**Employee's main goals for this year:**

Better use of calendar. Would like a Day Planner.

**How progress towards the goals will be measured:**

To be reviewed in 3 months. To determine if there is more training available in the budget.

To determine new tasks and challenges.

**Next meeting date:**

January 31, 2025

Self-Evaluation Form

Employee Name: Stuart Bourne	Job Title: Staff Lawyer
Date: Nov 20 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?

- o Duty counsel
- o SLA
- o PLE

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

- o Ran Mish duty counsel Nov 1st

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

- o I would like more courtroom experience
- o More time in communications

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

- o Shadowing Art & Kevin
- o CPD on Crim, Family & Gladue

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

○ Better use of my calendar

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

○ Get comfortable with DC  
○ Build a backlog of PLE presentations  
○ Take a case to trial

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

○ More criminal & family law conferences  
○ Training on how wills & estates work on reserve

8. Other Comments:

More CLE training