

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

**Restorative Justice Program Assistant**

<b>Name of Employee Being Reviewed:</b>	Chantelle Johnson
<b>Job Title:</b>	SPA / RTA
<b>Employed Since:</b>	May 1, 2007
<b>Direct Supervisor:</b>	Deak E Lyons / Claire Metz
<b>Last Review Date:</b>	N/A
<b>Date of This Review:</b>	May 30/08. June 19, 2008 @ 2:45 PM
<b>Name of Reviewer(s):</b>	Deak E Lyons / <del>Suzanne</del> <del>Wickens</del> Claire Metz

The supervisor and the staff will comment on the areas set out below, as applicable. The staff member shall circulate his/her comments to the supervisor at least three (3) days before the scheduled review date.

\*Gossip  
→ TRY NOT TO GET CAUGHT UP w/ STAFF'S ISSUE  
→ VISITING OTHERS in OFFICE

Rating Schedule

- E = Exceptional
- A = Acceptable
- A/I = Acceptable with Room for Improvement
- U = Unacceptable
- NA = Not Applicable

**PART I**

Task/Item	Rating	Comments
Assist in the dissemination of information and the preparation of information materials concerning the Program. The Assistant will provide information upon request to the community members. The Assistant will also help with publicizing via the media.	E	Always making info pkg. answer questions order materials.  ✓

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

Task/Item	Rating	Comments
The Assistant will liaise with the Restorative Justice Workers and assist them with travel and other needs as well as consulting with them about their concerns in the absence of the Restorative Justice Coordinator.	E	Whether the RJ coordinator is here or not I am always here to listen to concerns, Debrief, answer questions, or get answers.
Arrange for and assist at the monthly Conference Calls/Meetings of the Restorative Justice Workers and the Restorative Justice Coordinator.	A	Every month there is a Talking Together Advisory Meeting, also I have set up a few for RJ with BDO, INTEGRATION ETC. (PS. My Favourite moderator with First Nations Conferencing in "Jean Claude" Loc.)
Assist in the maintenance of a central filing system of actual conferences held as well as other reports submitted by the Restorative Justice Workers.	E A	Even though my master plan is not completed to have everything on the Network, I know where everything is and can pull any RJ worker client file in seconds. A → My filing could be better.
Assist in the planning for and holding of Training Workshops.	E	
The Assistant will perform actual CAC circles as required.	NA	But I really want to try this some day!

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
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Task/Item	Rating	Comments
Assist in the self-evaluation program by distributing and collecting questionnaires, and liaising with personnel hired to complete same.	NA ✓	I don't think I have had a chance to do this.
Assist with the Public Legal Education Coordinator, the Victim Witness Advocate and the Community Legal Workers with any work they may be doing in the Restorative Justice area.	E ✓	Even if it has nothing to do with RJ. If they want it they got it.
Assist in the development of Proposals to possible funders.	A1 ✓	I can find all the information, but would like to learn how to put everything together.
Develop forms to be used in the diversion of charges and implementation of conference agreements.	E ✓	- I made the General Referral Form - RJ - INTEGRATION STAT Sheet. TT Stat Sheet. TT Referral Track Sheet. Youth Justice Stats. Annual Stats all programs. U/W - Stat trackers Worked on Delco Protocol.
Assist in the development of training materials and facilitate training programs.	E ✓	Made numerous Power Point Presentations (Some not even for my Programs) Create numerous training packages Did presentations with Betty & Claudice.



NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

Task/Item	Rating	Comments
Assist the Legal Aid Department as required.	E ✓	Anything they need they get it.
Other office related duties as required.	E ✓	" Anything + Everything.

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

**PART II**  
**PERFORMANCE OBJECTIVES & REQUISITE SKILLS –**  
**EXPECTATIONS & RESULTS**

**COMMUNICATION**

Task/Item	Rating	Comments
Keeps supervisor and others informed of relevant information on a need to know and timely basis. Ensures instructions and messages are clear, terms are explained and tone of voice is informative and does not assign blame.	E ✓	Send out Emails reminders daily & weekly.
Ensures assertive communication style is practiced as much as possible. Effectively communicates position and demonstrates that others positions are respected. Expression of feelings and opinions is honest, and appropriate.	AI ✓	Should not keep feelings in till explosions of emotions
Written communication is clear, concise, organized and persuasive. Plain language is used.	A. ✓	
Communicates effectively with callers and clients, showing respect, empathy and being non-judgmental of client's lifestyle or other matters. Preserves client's dignity, fosters client confidence and trust in staff member and the clinic.	E ✓	Excellent phone manners.

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
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Task/Item	Rating	Comments
Ensures the client is updated on all file developments, and that instructions are always received and documented to the client's file.	<del>E</del> N/A	
Responds quickly to <del>client</del> telephone messages or other contact.	E ✓	
Communicates effectively with community groups and representatives ensuring that the Corporation's reputation is upheld and enhanced.	E ✓	→ Excellent job @ IT protocol security.
Complies with Board policies regarding media and other contact.	N/A ✓	I don't really talk with media.

**TEAM PLAYER**

Task/Item	Rating	Comments
Understands the importance of his\her own and others jobs to the organization.	E ✓	

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

Task/Item	Rating	Comments
Assists others during peak load times.	E ✓	
Takes pride in his/her own and others' work and the results of the organization. Collaborates and consults with others, as necessary, to complete the work of the organization.	E ✓	
Volunteers and makes useful contributions in meetings and committees.	E ✓	
Honours the ground rules for working in a productive and caring manner.	AI ✓	→ TRY NOT TO GET INVOLVED WITH OTHER STAFF'S ISSUES OR CONCERNS.

**INTERPERSONAL**

Task/Item	Rating	Comments
Is attentive to others. Consults and collaborates with others as required. Addresses and resolves conflict onstructively. Uses appropriate humour and avoids hurtful gossip.	AI ✓	I am always there to listen, sometimes it gets to be much, and I need people to talk to to debrief. But now I know I have Derek & Suzanne. TRY TO AVOID PERCEPTIONS BY OTHER STAFF OF GOSSIP.



NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

Task/Item	Rating	Comments
Calms irate clients and uses tact when dealing with same.	A ✓	
Demonstrates the ability to motivate others.	E ✓	

**DEPENDABILITY AND FOLLOW-THROUGH**

Task/Item	Rating	Comments
Responds promptly and responsibly to supervisor's and co-workers' reliance on and requests for cooperation and assistance. Follows through on promises to carry out tasks etc.	A ✓	- ODD THING NOW AND AGAIN MIGHT BE FORGOTTEN. RECOMMEND TO-DO-LIST.
Assumes responsibility and expects to be held accountable for completing job assignments in an efficient and timely manner.	E ✓	
Provides supervisor with regular and prompt updates on the progress of work and possible problems on an as needed basis.	<del>A</del> E ✓	



NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

Task/Item	Rating	Comments
Attends regularly and punctually at the office (s), meetings, client appointments, community meetings, etc.	E ✓	
Ensures office security at all times, and client confidentiality.	<del>A</del> E ✓	

**EFFORT**

Task/Item	Rating	Comments
Consistently and dependably works towards the completion of job responsibilities, assigned tasks, and results to the fullest extent of his/her responsibilities.	E ✓	
Maintains a regular flow of work without undue delay and the need for reminders.	A ✓	
Work hours are used productively.	A ✓	

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

Task/Item	Rating	Comments
Brings enthusiasm to his/her work.	A ✓	

**INITIATIVE**

Task/Item	Rating	Comments
Identifies and takes on relevant and appropriate tasks when major responsibilities are completed.	E ✓	
Identifies and strives to solve problems and offers innovative suggestions for positive change.	E ✓	

**JOB KNOWLEDGE**

Task/Item	Rating	Comments
Knows the Corporation's goals, Board policies, office practices and procedures, and job responsibilities.	E ✓	

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

Task/Item	Rating	Comments
Possesses professional or technical knowledge and skills required in the position.	E ✓	→ MAYBE TRAINING AS FACILITATION AS A POSSIBILITY FOR FUTURE PROFESSIONAL DEVELOPMENT.
Shows increasing skill in utilizing office equipment, particularly personal computers. This would include adequate typing and word processing skills, maintaining up to date directories, understanding computer network, backing up files appropriately.	E ✓	

**JUDGEMENT AND ANALYTICAL SKILLS**

Task/Item	Rating	Comments
Identifies problems or opportunities within the parameters of his/her job. Sorts out peripheral issues and sets priorities accordingly. Collects and analyzes data logically. Consults with others and refers to others appropriately. Develops and implements sound and timely solutions.	<del>E</del> E ✓	

**TIME MANAGEMENT**

Task/Item	Rating	Comments
Understands the importance of using work time effectively and productively.	A ✓	



NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

Task/Item	Rating	Comments
Makes appropriate priorities between work tasks.	A ✓	
Delegates as appropriate.	A ✓	

**GOALS & OBJECTIVES**

Task/Item	Rating	Comments
Has met or exceeded the performance goals agreed to during the last evaluation, (detail if appropriate)	N/A ✓	
Assists in the development of clinic's goals, including accurately completing the report to the Board.	N/A A-	
Has met or exceeded goals agreed to by the Corporation and program overall, and assigned to him/her.	A ✓	

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

**TRAINING**

Task/Item	Rating	Comments
Undertakes, willingly, all training opportunities, and implements new skills and knowledge appropriately.	E. ✓	I will take any training even if I strongly disagree.
Identifies new training opportunities needed, and develops an action plan.	<del>FF</del> A ✓	I make suggestions.

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

GOALS & OBJECTIVES STATEMENT

Development Desired	Plan for Development (Include Timelines)
<p>1 → TRAINING IN RJ FACILITATION</p>	<p>ASAP</p>
<p>2 → FINANCIAL QUARTERLY REPORTING (MORE HANDS-ON IN PREP. OF DOCUMENTS)</p>	<p>ASAP (\$ TIME PERMITTED)</p>
<p>↳ SPEAK TO DOREEN &amp;/OR SUZANNE OR E.D. RE: STAFF ISSUES THAT SEEMS TO GET IN BETWEEN/INVOLVED IN INNOCENTLY</p>	<p>ASAP</p>
<p>↳ AVOID PERCEPTIONS OF GOSSIPING</p>	<p>ASAP</p>
<p>↳ MORE TRAVEL TO COMMUNITIES IF POSSIBLE</p>	<p>ASAP</p>



NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

Development Desired	Plan for Development (Include Timelines)

If you need more room, please attach.

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

**PERFORMANCE REVIEW SUMMARY**

**Supervisor's Summary**

**Reviewer's Signature**

**Date**

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

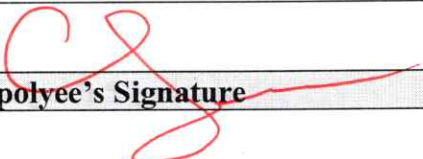
PERFORMANCE REVIEW FORM

COMMENTS

We have both read the summary of the Personnel Evaluation and the Goals Statement and it accurately reflects our review.

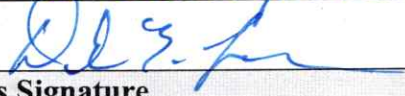
Employee's Comments

[Empty box for Employee's Comments]

	June 19, 2008
Employee's Signature	Date

Supervisor's Comments

Chantelle demonstrates a genuine interest and concern for the well-being of the LS program & its staff. Some concern re: getting involved inadvertently with staff issues to be improved upon & to avoid perceptions by others of ~~not~~ gossip. She should be commended for her assertive assistance while the Coordinator is ~~on~~ <sup>clearing out other</sup> <sup>business.</sup>

	June 19, 2008
Supervisor's Signature	Date

She is terrific in dealing w/ field staff.



NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

**Restorative Justice Program Assistant**

<b>Name of Employee Being Reviewed:</b>	Christelle Johnson
<b>Job Title:</b>	SPA / RSA
<b>Employed Since:</b>	May 1, 2007
<b>Direct Supervisor:</b>	Derek E Lyons / Claire Metz
<b>Last Review Date:</b>	N/A
<b>Date of This Review:</b>	May 30 / 08
<b>Name of Reviewer(s):</b>	Derek E Lyons / Suzanne Withenshaw Claire Metz

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**PART I**

Task/Item	Rating	Comments
Assist in the dissemination of information and the preparation of information materials concerning the Program. The Assistant will provide information upon request to the community members. The Assistant will also help with publicizing via the media.	E	Always making info pkg, answer questions order materials.

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

Task/Item:	Rating	Comments
The Assistant will liaise with the Restorative Justice Workers and assist them with travel and other needs as well as consulting with them about their concerns in the absence of the Restorative Justice Coordinator.	E	Whether the RJ Coordinator is here or not I am always here to listen to concerns, Debrief, answer questions, or get answers.
Arrange for and assist at the monthly Conference Calls/Meetings of the Restorative Justice Workers and the Restorative Justice Coordinator.	A.	Every month there is a Talking Together Advisory Meeting, also I have set up a few for RJ with BDO, INTEGRATION ETC, (P.S. my favourite moderator with First Nations Conferencing in "Jean Claude" lol.)
Assist in the maintenance of a central filing system of actual conferences held as well as other reports submitted by the Restorative Justice Workers.	E.	Even though my Master Plan is not completed to have everything on the Network, I know where everything is and can pull any RJ worker Client file in seconds.
Assist in the planning for and holding of Training Workshops.	E.	
The Assistant will perform actual CAC circles as required.	NA.	But I really want to try this some day!

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM.

Task/Item	Rating	Comments
Assist in the self-evaluation program by distributing and collecting questionnaires, and liaising with personnel hired to complete same.	N/A	I don't think I have had a chance to do this.
Assist with the Public Legal Education Coordinator, the Victim Witness Advocate and the Community Legal Workers with any work they may be doing in the Restorative Justice area.	E	Even if it has nothing to do with RS If they want it they got it.
Assist in the development of Proposals to possible funders.	A.1	I can find all the information, but would like to learn how to put everything together.
Develop forms to be used in the diversion of charges and implementation of conference agreements.	E	- I made the General Referral Form - RJ - INTEGRATION STAT Sheet. TT Stat Sheet. TT Referral Track Sheet. with Justice Stats. annual Stats all programs. UW - Stat trackers worked on Delco Protocol.
Assist in the development of training materials and facilitate training programs.	E	Made numerous Power Point Presentations (Some not even for my Programs) Create numerous training packages Decl presentations with Betty & Claudia

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

Task/Item	Rating	Comments
Assist the Legal Aid Department as required.	E	Anything they need they get it.
Other office related duties as required.	E	" Anything & everything.



NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

**PART II**  
**PERFORMANCE OBJECTIVES & REQUISITE SKILLS -**  
**EXPECTATIONS & RESULTS**

**COMMUNICATION**

Task/Item	Rating	Comments
Keeps supervisor and others informed of relevant information on a need to know and timely basis. Ensures instructions and messages are clear, terms are explained and tone of voice is informative and does not assign blame.	E	<i>Sent out Emails reminders daily &amp; weekly.</i>
Ensures assertive communication style is practiced as much as possible. Effectively communicates position and demonstrates that others positions are respected. Expression of feelings and opinions is honest, and appropriate.	A1	<i>Should not keep feelings in till explosions of emotions</i>
Written communication is clear, concise, organized and persuasive. Plain language is used.	A.	
Communicates effectively with callers and clients, showing respect, empathy and being non-judgmental of client's lifestyle or other matters. Preserves client's dignity, fosters client confidence and trust in staff member and the clinic.	E	

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

Task/Item	Rating	Comments
Ensures the client is updated on all file developments, and that instructions are always received and documented to the client's file.	E	
Responds quickly to client telephone messages or other contact.	E.	
Communicates effectively with community groups and representatives ensuring that the Corporation's reputation is upheld and enhanced.	E	
Complies with Board policies regarding media and other contact.	NA	I don't really talk with media.

**TEAM PLAYER**

Task/Item	Rating	Comments
Understands the importance of his/her own and others jobs to the organization.	E	

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

Task/Item	Rating	Comments
Assists others during peak load times.	E	
Takes pride in his/her own and others' work and the results of the organization. Collaborates and consults with others, as necessary, to complete the work of the organization.	E	
Volunteers and makes useful contributions in meetings and committees.	E	
Honours the ground rules for working in a productive and caring manner.	A	

**INTERPERSONAL**

Task/Item	Rating	Comments
Is attentive to others. Consults and collaborates with others as required. Addresses and resolves conflict onstructively. Uses appropriate humour and avoids hurtful gossip.	A1	I am always there to listen, sometimes it gets to be much, and I need people to talk to to debrief. But now I know I have Derek & Suzanne.

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

Task/Item	Rating	Comments
Calms irate clients and uses tact when dealing with same.	A	
Demonstrates the ability to motivate others.	E	

**DEPENDABILITY AND FOLLOW-THROUGH**

Task/Item	Rating	Comments
Responds promptly and responsibly to supervisor's and co-workers' reliance on and requests for cooperation and assistance. Follows through on promises to carry out tasks etc.	A	
Assumes responsibility and expects to be held accountable for completing job assignments in an efficient and timely manner.	E	
Provides supervisor with regular and prompt updates on the progress of work and possible problems on an as needed basis.	A	



NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

Task/Item	Rating	Comments
Attends regularly and punctually at the office (s), meetings, client appointments, community meetings, etc.	E	
Ensures office security at all times, and client confidentiality.	A	

**EFFORT**

Task/Item	Rating	Comments
Consistently and dependably works towards the completion of job responsibilities, assigned tasks, and results to the fullest extent of his/her responsibilities.	E	
Maintains a regular flow of work without undue delay and the need for reminders.	A	
Work hours are used productively.	A	

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

Task/Item	Rating	Comments
Brings enthusiasm to his/her work.	A.	

**INITIATIVE**

Task/Item	Rating	Comments
Identifies and takes on relevant and appropriate tasks when major responsibilities are completed.	E	
Identifies and strives to solve problems and offers innovative suggestions for positive change.	E.	

**JOB KNOWLEDGE**

Task/Item	Rating	Comments
Knows the Corporation's goals, Board policies, office practices and procedures, and job responsibilities.	E.	

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

Task/Item	Rating	Comments
Possesses professional or technical knowledge and skills required in the position.	E	
Shows increasing skill in utilizing office equipment, particularly personal computers. This would include adequate typing and word processing skills, maintaining up to date directories, understanding computer network, backing up files appropriately.	E	

**JUDGEMENT AND ANALYTICAL SKILLS**

Task/Item	Rating	Comments
Identifies problems or opportunities within the parameters of his/her job. Sorts out peripheral issues and sets priorities accordingly. Collects and analyzes data logically. Consults with others and refers to others appropriately. Develops and implements sound and timely solutions.	A	

**TIME MANAGEMENT**

Task/Item	Rating	Comments
Understands the importance of using work time effectively and productively.	A	

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

Task/Item	Rating	Comments
Makes appropriate priorities between work tasks.	A	
Delegates as appropriate.	A.	

**GOALS & OBJECTIVES**

Task/Item	Rating	Comments
Has met or exceeded the performance goals agreed to during the last evaluation, (detail if appropriate)	N/A	
Assists in the development of clinic's goals, including accurately completing the report to the Board.	A-	
Has met or exceeded goals agreed to by the Corporation and program overall, and assigned to him/her:	A	

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

**TRAINING**

Task/Item	Rating	Comments
Undertakes, willingly, all training opportunities, and implements new skills and knowledge appropriately.	E.	I will take any training session if I strongly disagree
Identifies new training opportunities needed, and develops an action plan.	A1.	I make suggestions.



NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

GOALS & OBJECTIVES STATEMENT

Development Desired	Plan for Development (Include Timelines)

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

<b>Development Desired</b>	<b>Plan for Development (Include Timelines)</b>

If you need more room, please attach.

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

PERFORMANCE REVIEW SUMMARY

**Supervisor's Summary**

**Reviewer's Signature**

**Date**





# MEMORANDUM

**To:** Chantelle Johnson, Restorative Justice Assistant/Special Projects Assistant

**Cc:** Personnel File

**From:** Ellaree Metz, Special Projects Manager  
Derek E. Lyons, Restorative Justice Coordinator

**Date:** September 12, 2007

**Subject:** Probation Evaluation

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**Date of Hire: May 1<sup>st</sup>, 2007**

This will confirm that your probation evaluation was conducted on today's date with Derek E. Lyons and Ellaree Metz, your immediate supervisors, and pursuant to sections 30 and 8 of the Personnel Manual.

Our recommendations from the evaluation include; continued use of a detailed to-do list and that you undertake to seek out and register for a one or two day writing workshop to enhance your writing skills.

As a result of your overall satisfactory performance since you commenced your employment with NALSC, you are no longer considered to be probationary.

Around the anniversary of your hire, you will receive a formal written annual evaluation; however, note that you may be evaluated at any time, if your supervisors deems it appropriate.

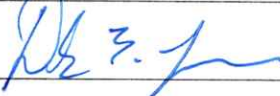
As a result of the lifting of the probation, you are now entitled to take leave in accordance with NALSC policies.

Congratulations.



NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

**Restorative Justice Program Assistant**

<b>Name of Employee Being Reviewed:</b>	CHANTELLE JOHANSON
<b>Job Title:</b>	RESTORATIVE JUSTICE ASSISTANT
<b>Employed Since:</b>	May 200
<b>Direct Supervisor:</b>	DEREK E LYONS
<b>Last Review Date:</b>	
<b>Date of This Review:</b>	NOVEMBER 6 <sup>th</sup> 2009 @ 11:30AM
<b>Name of Reviewer(s):</b>	

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**PART I**

Task/Item	Rating	Comments
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Task/Item	Rating	Comments
The Assistant will liaise with the Restorative Justice Workers and assist them with travel and other needs as well as consulting with them about their concerns in the absence of the Restorative Justice Coordinator.	E ✓	
Arrange for and assist at the monthly Conference Calls/Meetings of the Restorative Justice Workers and the Restorative Justice Coordinator.	A ✓	* FILE COORDINATOR STAFF MEETS REGULARLY.
Assist in the maintenance of a central filing system of actual conferences held as well as other reports submitted by the Restorative Justice Workers.	A ✓	CREATED CENTRAL FILING SYSTEM FOR ALL RS WJ REPORTS, PROGRAM CORRESPONDENCE, Budgets ETC ON THE MAIN NETWORK. THIS CAN BE FOUND UNDER THE RS NETWORK. I ALSO HAVE BEEN SCANNING IN PAPER DOCUMENTS INTO THE NETWORK IN MY SPARE TIME. TO MOVE CLOSER TO THE PAPERLESS SOCIETY WANTED BY THE ED.
Assist in the planning for and holding of Training Workshops.	E ✓	I MUST DO EXTENSIVE PLANNING FOR ALL TRAINING, I MUST ALSO COMPLETE Budgets to show how much training will cost FOR EACH PROGRAM. COME UP WITH PLANS ON HOW LOWER COSTS AND PUT THEM INTO EFFECT WHEN I BOOK THE ENTIRE PROGRAMS TRAVEL.
The Assistant will perform actual CAC circles as required.	E ✓	PERFORMED CIRCLE CRAIG MIKOP.

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
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Task/Item	Rating	Comments
Assist in the self-evaluation program by distributing and collecting questionnaires, and liaising with personnel hired to complete same.	N/A.	
Assist with the Public Legal Education Coordinator, the Victim Witness Advocate and the Community Legal Workers with any work they may be doing in the Restorative Justice area.	E ✓	
Assist in the development of Proposals to possible funders.	E ✓	
Develop forms to be used in the diversion of charges and implementation of conference agreements.	E ✓	
Assist in the development of training materials and facilitate training programs.	E ✓	

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Task/Item	Rating	Comments
Assist the Legal Aid Department as required.	E ✓	
Other office related duties as required.	E ✓	

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**PART II  
PERFORMANCE OBJECTIVES & REQUISITE SKILLS –  
EXPECTATIONS & RESULTS**

**COMMUNICATION**

Task/Item	Rating	Comments
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Ensures assertive communication style is practiced as much as possible. Effectively communicates position and demonstrates that others positions are respected. Expression of feelings and opinions is honest, and appropriate.	E A ✓	Room for improvement?
Written communication is clear, concise, organized and persuasive. Plain language is used.	A. ✓	LIKE TO MAKE MORE CORRESPONDENCE WRITTEN BY ASSISTANT.
Communicates effectively with callers and clients, showing respect, empathy and being non-judgmental of client's lifestyle or other matters. Preserves client's dignity, fosters client confidence and trust in staff member and the clinic.	E ✓	



NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
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Task/Item	Rating	Comments
Ensures the client is updated on all file developments, and that instructions are always received and documented to the client's file.	E ✓	
Responds quickly to client telephone messages or other contact.	E ✓	RESPONDS QUICKLY TO COORDINATOR'S E-MAILS / CALLS / REQUESTS.
Communicates effectively with community groups and representatives ensuring that the Corporation's reputation is upheld and enhanced.	E ✓	
Complies with Board policies regarding media and other contact.	E ✓	

**TEAM PLAYER**

Task/Item	Rating	Comments
Understands the importance of his\her own and others jobs to the organization.	E ✓	

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

Task/Item	Rating	Comments
Assists others during peak load times.	E ✓	
Takes pride in his/her own and others' work and the results of the organization. Collaborates and consults with others, as necessary, to complete the work of the organization.	E ✓	
Volunteers and makes useful contributions in meetings and committees.	E ✓	
Honours the ground rules for working in a productive and caring manner.	E ✓	

**INTERPERSONAL**

Task/Item	Rating	Comments
Is attentive to others. Consults and collaborates with others as required. Addresses and resolves conflict onstructively. Uses appropriate humour and avoids hurtful gossip.	A ✓	

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EVALUATION FORM

Task/Item	Rating	Comments
Calms irate clients and uses tact when dealing with same.	E ✓	
Demonstrates the ability to motivate others.	E ✓	

**DEPENDABILITY AND FOLLOW-THROUGH**

Task/Item	Rating	Comments
Responds promptly and responsibly to supervisor's and co-workers' reliance on and requests for cooperation and assistance. Follows through on promises to carry out tasks etc.	E ✓ <del>S</del> R/E	ROOM FOR IMPROVEMENTS (SEE ABOVE QUESTIONS ON OTHER PAGE)
Assumes responsibility and expects to be held accountable for completing job assignments in an efficient and timely manner.	E ✓	
Provides supervisor with regular and prompt updates on the progress of work and possible problems on an as needed basis.	E ✓	* → VERY EXCEPTIONAL.

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EVALUATION FORM

Task/Item	Rating	Comments
Attends regularly and punctually at the office (s), meetings, client appointments, community meetings, etc.	E ✓	
Ensures office security at all times, and client confidentiality.	E ✓	

**EFFORT**

Task/Item	Rating	Comments
Consistently and dependably works towards the completion of job responsibilities, assigned tasks, and results to the fullest extent of his/her responsibilities.	A ✓	
Maintains a regular flow of work without undue delay and the need for reminders.	E ✓	
Work hours are used productively.	E ✓	

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

Task/Item	Rating	Comments
Brings enthusiasm to his/her work.	E ✓	

**INITIATIVE**

Task/Item	Rating	Comments
Identifies and takes on relevant and appropriate tasks when major responsibilities are completed.	E ✓	
Identifies and strives to solve problems and offers innovative suggestions for positive change.	E ✓	

**JOB KNOWLEDGE**

Task/Item	Rating	Comments
Knows the Corporation's goals, Board policies, office practices and procedures, and job responsibilities.	E ✓	



NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

Task/Item	Rating	Comments
Possesses professional or technical knowledge and skills required in the position.	E ✓	
Shows increasing skill in utilizing office equipment, particularly personal computers. This would include adequate typing and word processing skills, maintaining up to date directories, understanding computer network, backing up files appropriately.	E ✓	

**JUDGEMENT AND ANALYTICAL SKILLS**

Task/Item	Rating	Comments
Identifies problems or opportunities within the parameters of his/her job. Sorts out peripheral issues and sets priorities accordingly. Collects and analyzes data logically. Consults with others and refers to others appropriately. Develops and implements sound and timely solutions.	E ✓	

**TIME MANAGEMENT**

Task/Item	Rating	Comments
Understands the importance of using work time effectively and productively.	E ✓	



NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

Task/Item	Rating	Comments
Makes appropriate priorities between work tasks.	A E ✓	COORDINATOR FIRST.
Delegates as appropriate.	E ✓	

**GOALS & OBJECTIVES**

Task/Item	Rating	Comments
Has met or exceeded the performance goals agreed to during the last evaluation, (detail if appropriate)	E ✓	
Assists in the development of clinic's goals, including accurately completing the report to the Board.	E ✓	
Has met or exceeded goals agreed to by the Corporation and program overall, and assigned to him/her.	E ✓	

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

**TRAINING**

Task/Item	Rating	Comments
Undertakes, willingly, all training opportunities, and implements new skills and knowledge appropriately.	E ✓	
Identifies new training opportunities needed, and develops an action plan.	E ✓	

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

GOALS & OBJECTIVES STATEMENT

Development Desired	Plan for Development (Include Timelines)
WOULD LIKE TO DO MORE CIRCLES.	ONGOING
TRAINING IN PRESCRIPTION DRUG ABUSE.	WITHIN NEXT YEAR

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

<b>Development Desired</b>	<b>Plan for Development (Include Timelines)</b>

If you need more room, please attach.

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

**PERFORMANCE REVIEW SUMMARY**

**Supervisor's Summary**

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<b>Reviewer's Signature</b>	<b>Date</b>

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

PERFORMANCE REVIEW FORM

COMMENTS

We have both read the summary of the Personnel Evaluation and the Goals Statement and it accurately reflects our review.

Employee's Comments

[Empty box for Employee's Comments]

Employee's Signature

NOV 6 107.

Date

Supervisor's Comments

Charlita is doing well, needs to respond to coordinator requests on a more timely basis. Would like more involvement in preparation of ~~letter~~ correspondence.  
Keep up the good work. Would recommend increase in job responsibility to assist coordinator with a

Supervisor's Signature

November 6-2009

Date

corresponding increase in salary.







# RESTORATIVE JUSTICE

Employee Performance Review

EMPLOYEE INFORMATION	
Name	Charnelle Johnson
Employee ID	
Job Title	Restorative Justice Assistant
Date	Dec. 20/12
Department	DOT/YI/MCYS.
Manager	Joyce Crawford
Review Period	2008

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"/>
Comments					
<b>Work Quality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments	New filing system up + done - end of Jan.				
<b>Attendance/Punctuality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments					
<b>Initiative</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments	- training manuals, brochures, on top of filing.				
<b>Communication/Listening Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments	communication level has approved				
<b>Dependability</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments					
<b>Overall Rating</b> (average the rating numbers above)					

EVALUATION
<p>ADDITIONAL COMMENTS - biggest challenge - the database.</p> <p>y.I. activities - radio, monthly meeting of y.I.'s</p> <p>- they can do training - an inventory of people who need help in the community.</p>
<p>GOALS (as agreed upon by employee and manager)</p> <p>Workplan</p> <ol style="list-style-type: none"> <li>1. a 3 month workplan.</li> <li>2. file review</li> <li>3. monthly y.I.</li> <li>4. a meeting of staff E.T.W.</li> </ol> <p>Team meetings - biweekly conf calls R.I - y.I. afternoon - Report of existing Time Management</p>





# RESTORATIVE JUSTICE

Employee Performance Review

EMPLOYEE INFORMATION	
Name	Chantal Johnson
Job Title	Assistant
Department	DOJ - YI - MCYS
Review Period	2008
Employee ID	
Date	Dec 20/12.
Manager	Joyce Crawford

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"/>
Comments					
<b>Work Quality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments	Complete new filing system up + completed by end of January 2013.				
<b>Attendance/Punctuality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments					
<b>Initiative</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments	Brochures, Training Manuals, bring the filing on top + up to date.				
<b>Communication/Listening Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments	Communication between manager + employee has improved a bit.				
<b>Dependability</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments	Challenge - data base system - YI activities - radio, rally, mtg with YI's. - they can do training - educating people who may need help in the community				
<b>Overall Rating</b> (average the rating numbers above)					

EVALUATION
<p><b>ADDITIONAL COMMENTS</b></p> <p>Goals Develop a Workplan (Employee to complete)</p> <ol style="list-style-type: none"> <li>3 month work plan - March 13 due. Team meeting with Managers</li> <li>File review - complete by 3 mos. March 13. Bi-weekly conference calls</li> <li>3-Monthly Y.I</li> </ol> <p>c RJS in am + pm with Y.I. staff in the pm</p> <p>- Report writing needs improvement</p> <p>- Time Management.</p>
<p><b>GOALS</b> (as agreed upon by employee and manager)</p>

To: Chantelle Johnson  
From: Joyce Crawford, Restorative Justice Manager

**Re: Suspension without pay**

Date: January 10, 2014

**Mailing Address:**

86 S. Cumberland Street  
Thunder Bay, Ontario  
P7B 2V3

Tel: (807) 622-1413  
Fax: (807) 622-3024

E-mail  
info@nanlegal.on.ca

Website  
www.nanlegal.on.ca



**Head Office:**


150 City Road  
Fort William First Nation  
Thunder Bay, Ontario  
P7J 1J7


**Notice of Immediate Suspension**

This letter is to inform you that effective January 10, 2014, you are being suspended without pay for 1 work day. This action is being taken as a result of your violation of the company rules regarding Employee Conduct. You will return to work on Tuesday, January 14, 2014.

On January 9, 2014, I came to speak to you in your office. I was surprised by your reply as you shouted at me and became very upset. You are fully aware of the code of conduct, which you need to follow in the workplace as no individual has the right to speak to his/her supervisor in this manner. This behaviour is not tolerated at Nishawbe-Aski Legal Services as yelling is not a part of the scenario, and it disrupts others' work and mental equilibrium.

This suspension should serve as a strong warning that your conduct will continue to be monitored and that another incident of this nature will result in more severe disciplinary action, up to and including discharge.

  
\_\_\_\_\_  
Acknowledgement of Receipt (Employee's Signature)

  
\_\_\_\_\_  
Manager's Signature





# ADMINISTRATION

## Employee Performance Review

EMPLOYEE INFORMATION	
Name	Chantelle Johnson
Job Title	RJ/YI/MCYS Assistant
Department	" "
Review Period	April 01/15 - April 13/16
Employee ID	
Date	April 13/16
Manager	Joya Crawford

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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>
Comments					
Overall Rating (average the rating numbers above)	26.5/30				

EVALUATION
<p>ADDITIONAL COMMENTS: Chantelle has been very cooperative &amp; respectful towards managers E+W and as well as the staff of all programs we manage. She is always willing to help. Very Creative with ideas. Teamplayer.</p> <p>GOALS (as agreed upon by employee and manager): Soft Ware Training. Involvement to see other committees to be part of their presentations (Community presentations).</p> <p><i>[Signature]</i> Crawford April 13/16</p>

Self-Evaluation Form

Employee Name: <u>Chantelle Khuman</u>	Job Title: <u>RPA</u>
Date: <u>APR 13/16</u>	Supervisor: <u>Joyce Crawford/Vernon</u> <u>manis</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?

- 1. Create newsletters & memo
- 2. Plan - Budget
- 3. Statistics - Qtr Reports
- 4. Give support & ideas
- 5. Connect.

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

Planning conferences. Creating the Program

3. Complete the following sentence. *I believe that my greatest contribution to Nishnawbe-Aski Legal Services Corporation is:*

Planning training & conferences  
Justice Summit  
many trainings  
25th anniversary.

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

- Learn the language
- Software training
- would like to see the communities our  
networks.

work on

5. What activities or trainings have you participated in over the last review period in order to develop yourself professionally?

our trainings with the entire group/team (RS/42/4)

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

Just keep things aside.

7. Please complete the following. *I believe my goals and objectives for the coming year should be:*

Justice Summits East/West.

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

Visit communities.



# RESTORATIVE JUSTICE MANAGER

Employee Performance Review

## EMPLOYEE INFORMATION

Name *Chantelle Johnson*  
 Job Title *Restorative Justice Supervisor*  
 Department  
 Review Period *April 13/17 - October 19/18*

Employee ID  
 Date *October 19/18*  
 Manager *Vernon Morris*

## RATINGS

	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments					
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments					
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 type="checkbox"/>	<input checked="" type="checkbox"/>
Comments					
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments					
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments	<i>Chantelle has <del>excelled</del> excelled in all areas of her work responsibilities and continues to seek further enhancement of skills + knowledge in all areas.</i>				
Overall Rating (average the rating numbers above)					<i>30/30</i>

## EVALUATION

### ADDITIONAL COMMENTS

*Senior management should plan to work with Chantelle in identifying training resources for the purpose continued skills training.*

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

- to continue to maintain the successes of the programs I'm responsible for.*
- to seek enhancement of management skills by mentorships through other management staff and accredited training initiatives.*
- More community visits and fieldwork initiatives with RJ, YJ + YJ staffs.*

## 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 *[Signature]*  
 Manager Signature *[Signature]*

Date *Oct. 19/18*  
 Date *October 19/18*





# RESTORATIVE JUSTICE MANAGER

Employee Performance Review

EMPLOYEE INFORMATION	
Name <i>Chantelle Johnson</i>	Employee ID
Job Title <i>Restorative Justice Supervisor</i>	Date <i>October 19/18.</i>
Department	Manager <i>Verkon Morris</i>
Review Period <i>April 13/17 - October 19/18</i>	

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 type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>					
<b>Work Quality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>					
<b>Attendance/Punctuality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>					
<b>Initiative</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>					
<b>Communication/Listening Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>					
<b>Dependability</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i> <i>Chantelle has <del>excelled</del> excelled in all areas of her work responsibilities and continues to seek further enhancement of skills + knowledge in all areas</i>					
<b>Overall Rating</b> (average the rating numbers above)				<i>30/30</i>	

EVALUATION
<p>ADDITIONAL COMMENTS</p> <p><i>- Senior management should plan to work with Chantelle in identifying training resources for the purpose continued skills training.</i></p>
<p>GOALS (as agreed upon by employee and manager)</p> <ul style="list-style-type: none"> <li><i>- to continue to maintain the successes of the programs I'm responsible for.</i></li> <li><i>- to seek enhancement of management skills by mentorship through other management staff and accredited training initiatives.</i></li> <li><i>- More community visits and field work initiatives with RJ, YJ + YJ staffs.</i></li> </ul>

VERIFICATION OF REVIEW	
<p>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.</p>	
Employee Signature <i>[Signature]</i>	Date <i>Oct. 19/18.</i>
Manager Signature <i>[Signature]</i>	Date <i>October 19/18.</i>