POLICY ADVISOR
Employee Performance Review

EMPLOYEE INFORMATION

Name LESLIE KING	Employee ID
Job Title POLICY ADVISOR – Start DATE:	Date: January 28, 2022
Department ADMIN	Manager Irene Linklater Executive Director
Review Period Probation	

RATINGS

	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
Job Knowledge	☐	X	☐	☐	☐

Comments   The Policy Advisor Job Description has clear set of requirements for Core Competencies, Job Duties, Requirements – You have demonstrated a fair to satisfactory level of understanding related to the application of NALSC expectations to this position.

	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
Work Quality	☐	☐	X	☐	☐

Comments   The Job Knowledge is directly related to Work Quality. Some of the assignments are good but most are fair. Some work is incomplete after several months example: Hybrid Workplace research, recommendation, proposed structure, Timmins Bail Bed possible structure and reporting framework that can be developed without an onsite visit specifically to Timmins. These are required to present to Board for review and decision.

	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
Attendance/Punctuality	☐	☐	☐	X	☐

Comments   Attendance is good in accordance with Request Leaves provided for Time Sheet records in advance.

	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
Initiative	☐	X	☐	☐	☐

Comments   Initiative to Job Duties is primarily Fair – that is specific to alignment to job duties for NALSC requirements. Assignments are provided by Supervisor. Independent identification of legislative and justice/legal matters that impact NALSC is not pursued. Most files assigned take a longer time and has difficulty in being able to prioritize multiple concurrent and competing priorities. Policy that impacts a Board Governance function must be presented for Board decision versus Administrative management implements at operational policy level.

	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
Communication/Listening Skills	☐	☐	X	☐	☐

Comments   Good verbal skills although not observed to do presentations on prepared research or analysis reports. Writing skill is good although there have been limited independent work completed. The Annual Report Meeting summary of January 2021 AGM is good and you did research and find the UTube site on these proceedings to prepare the draft minute to be presented by Chair at 2022 AGMs.

	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
Dependability	☐	X	☐	☐	☐

Comments   The work assigned has not been at a complex research level and it was expected the candidate would take more initiative and propose to conduct complex research analyses to recommendations and communication tools to policy expertise aligned to NALSC's mandate.

Overall Rating *(average the rating numbers above)*   Fair – 2 is not a substance level (this does not meet a successful job performance)

EVALUATION

ADDITIONAL COMMENTS   An example of research limitations: Leslie noted he does not have Excel expertise and would need to take a course. This task is part of job requirement and relates to preparing budgets, including those for funding proposals of justice programs. Excel tools for self learning are available on Website or UTube for example. More complex calculations or minimal courses to understanding finance budget development to more regular use of Excel is available for non-finance workers in any organization is considered, if needed.

As your Supervisor – I am not satisfied with your work performance and my decision is you have not met the Policy Advisor job requirements.

I am not satisfied that a course or two on Policy Advisor expertise will give you the skill sets required by NALSC.

I have made a decision that your position will be terminated due to NALSC operational requirements in two weeks time.

GOALS
(as agreed upon by employee and manager)

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

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Manager Signature Irene Linklater	Date January 28, 2022