

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM

Community Legal Worker

Name of Employee Being Reviewed:	STELLA
Job Title:	CLW (short term contract)
Employed Since:	RECENT
Direct Supervisor:	MARY / HEATHER
Last Review Date:	N/A
Date of This Review:	OCTOBER 25 TH - 2004
Name of Reviewer(s):	DEREK E. LYONS

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.

Rating Schedule

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

WILL BE GETTING SUMMARY ADVANCE ASSISTANCE. (TO BE IMPLEMENTED SOMETIME IN DECEMBER)

LAWYERS TAKING \$ AT COURT TO COVER IMMEDIATE REPRESENTATION TO BE REPORTED TO MARY.

STELLA TO SPEAK TO CHIEF & COUNCIL ABOUT STAFF FOR ADVANCE DAYS.

ACCESS: FAX TELEPHONE SHREDDER

PART I

LEGAL SKILLS

Task/Item	Rating	Comments
Information gathering, interview skills, professionalism		BETTER TO GET A LOT OF INFO THAN NOT AS MUCH.
Identifies issues to be resolved		

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM


Task/Item	Rating	Comments
Provides advice in a clear manner under the supervision of the Area Director or designate		
Exercises judgement in deciding who to refer client to, seeks advice from supervising lawyer(s) when appropriate		
Assesses when a matter requires legal services beyond summary legal advice		↳ Well contact
Ensures client understands advice and direction given		
Keeps abreast of changes in the law that impact First Nations	A/I	↳ Needs internet access.
Updates referral sources and lists to ensure accuracy in referrals		↳ Been doing that.
Service to new clients requests for summary advice are provided promptly and at a high level of quality		

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM

CASE WORK

Task/Item	Rating	Comments
Promptly and accurately investigates each client problem to ensure accurate and thorough knowledge of all facts	A	
Completes legal aid applications thoroughly including all information necessary to permit assessment of eligibility	A	
Submits applications promptly to Legal Aid Co-Ordinator	A	Good.
Completes follow-up to obtain additional necessary information and crown screening forms in a timely manner	A	
Maintains a list of ongoing applications and requests updates on a regular basis	A	
Submits court reports within one week following court	A	MARY SPOKE TO THIS.
Maintains an up-to-date list of panel lawyers and assists clients to retain and communicate with counsel	A	
Organizes advance day work prior to arrival in community	E	✓

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM

Task/Item	Rating	Comments
Schedules unrepresented clients to meet with duty counsel prior to arrival in community	A/H	
Ensures transportation and office space are available in the community for advance days		✓
Ensures community members are aware lawyers are available for advice and assistance prior to advance day		✓
Assist duty counsel to ensure appropriate matters are referred to RJW's		✓
Submits monthly reports in a timely manner		✓
Maintains proper ticklers, diary, follow-up, docket, appointment book.		 Needs to get an appointment book.
Consults with supervisor prior to advising a client that a case has no merit. Does not abandon cases without receiving adequate client instructions.		
Maintains updated legal expertise and knowledge and participates in ongoing professional development and training.		

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM

Task/Item	Rating	Comments
Knows and complies with NALSC office policies and requirements.		
Works appropriate hours consistent with the personnel policy.		

PUBLIC LEGAL EDUCATION

Task/Item	Rating	Comments
Ensures that significant or interesting cases or trends are brought to the attention of management and co-workers. and makes recommendations to PLE, CLW and RJW.		
Participates in and carries out an adequate level of outreach including PLE, community organizing, and interagency groups.	AI	<i>Needs improvement in this area & will come with experience ✓</i>
Arranges public legal education which is responsive to client needs, advises clients of their legal rights and responsibilities, enhances the capacity of clients to assist themselves individually and collectively.	AI	
Prepares adequately for all public legal education meetings and presentations.		
Participates effectively in community groups. Exhibits knowledge of basic techniques for working with groups.	A	

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM

OFFICE ADMINISTRATION

Task/Item	Rating	Comments
Submits travel reports and calendars at beginning of each and every month		
Travel advance requests are submitted monthly		
Travel Expense Reports submitted within one week of incurring expense		
Requests for Leave are submitted at least 3 days prior to commencement of leave		
Time sheets are submitted in a timely manner		
Clinic Day requests are thorough, including purpose of request; number of people expected to attend and source of request (First Nation)		

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.		✓
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.		✓
Written communication is clear, concise, organized and persuasive. Plain language is used.		✓
Communicates effectively with 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 NALSC.		✓

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.		<i>Needs to improve in updating clients,</i>
Responds quickly to client telephone messages or other contact.		
Communicates effectively with community groups and representatives ensuring that NALSC's reputation is upheld and enhanced.		
Complies with Board policies regarding media and other contact.		

TEAM PLAYER

Task/Item	Rating	Comments
Understands the importance of his\her own and others jobs to the organization.		
Assists others during peak load times.		
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.	<i>E</i>	<i>✓ Excellent</i>

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM

Recent test

Task/Item	Rating	Comments
Volunteers and makes useful contributions in meetings and committees.	E	✓ Very good in [✓] training session
Honours the ground rules for working in a productive and caring manner.		

INTERPERSONAL

Task/Item	Rating	Comments
Is attentive to others. Consults and collaborates with others as required. Addresses and resolves conflict constructively. Uses appropriate humour and avoids hurtful gossip.	A	
Calms irate clients.		
Demonstrates the ability to motivate others.		

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	✓

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM

Task/Item	Rating	Comments
Assumes responsibility and expects to be held accountable for completing job assignments in an efficient and timely manner.	A	
Provides supervisor with regular and prompt updates on the progress of work and possible problems on an as needed basis.	A	<i>Communicates well.</i> ✓
Attends regularly and punctually at the office (s), meetings, client appointments, community meetings, etc.	A	✓
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.	A	✓
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.		

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.	A	✓

JOB KNOWLEDGE

Task/Item	Rating	Comments
Knows NALSC goals, Board policies, office practices and procedures, and job responsibilities.	A	<i>Good grasp of job</i>
Possesses professional or technical knowledge and skills required in the position.		
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.		

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM

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.. 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.		
Makes appropriate priorities between work tasks.		
Delegates as appropriate.		

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 NALSC goals, including monthly reports and court reports.		

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM

Task/Item	Rating	Comments
Has met or exceeded goals agreed to overall, and assigned to him/her.	A	

TRAINING

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

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM

GOALS & OBJECTIVES STATEMENT

Development Desired	Plan for Development (Include Timelines)
<i>SEE</i>	
	<i>MARY'S COPY.</i>

If you need more room, please make a copy of this page and attach.

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM

PERFORMANCE REVIEW SUMMARY

Supervisor's Summary

↳ Excellent Worker.
↳ Participates in training professionally.
↳ Strong work ethic.
↳ Took on extra tasks of organizing office.
↳ Developing well in this position.

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	
Employee's Signature	Date

Supervisor's Comments	
Supervisor's Signature	Date

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM

Community Legal Worker

Name of Employee Being Reviewed:	Stella Kiike - Koostachin
Job Title:	Contract - CLW
Employed Since:	October 8, 2004
Direct Supervisor:	Mary Jean Robinson
Last Review Date:	0
Date of This Review:	October 25/2004
Name of Reviewer(s):	MJ Robinson, D. Lyons, H. Baillie

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.

Rating Schedule

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

PART I

LEGAL SKILLS

Task/Item	Rating	Comments
Information gathering, interview skills, professionalism	A/I	
Identifies issues to be resolved	A	

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM

Task/Item	Rating	Comments
Provides advice in a clear manner under the supervision of the Area Director or designate	A	
Exercises judgement in deciding who to refer client to, seeks advice from supervising lawyer(s) when appropriate	A/1	
Assesses when a matter requires legal services beyond summary legal advice	A	
Ensures client understands advice and direction given	A	
Keeps abreast of changes in the law that impact First Nations	A/1	<i>-needs internet access</i>
Updates referral sources and lists to ensure accuracy in referrals	A	
Service to new clients requests for summary advice are provided promptly and at a high level of quality	A	

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM

CASE WORK

Task/Item	Rating	Comments
Promptly and accurately investigates each client problem to ensure accurate and thorough knowledge of all facts	A	
Completes legal aid applications thoroughly including all information necessary to permit assessment of eligibility	A	
Submits applications promptly to Legal Aid Co-Ordinator	A	
Completes follow-up to obtain additional necessary information and crown screening forms in a timely manner	A	
Maintains a list of ongoing applications and requests updates on a regular basis	A	
Submits court reports within one week following court	A	
Maintains an up-to-date list of panel lawyers and assists clients to retain and communicate with counsel	A	
Organizes advance day work prior to arrival in community	A	

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM

Task/Item	Rating	Comments
Schedules unrepresented clients to meet with duty counsel prior to arrival in community	A ₁	
Ensures transportation and office space are available in the community for advance days	A	
Ensures community members are aware lawyers are available for advice and assistance prior to advance day	A	
Assist duty counsel to ensure appropriate matters are referred to RJW's	A	
Submits monthly reports in a timely manner	A	
Maintains proper ticklers, diary, follow-up, docket, appointment book.	A	
Consults with supervisor prior to advising a client that a case has no merit. Does not abandon cases without receiving adequate client instructions.	A	
Maintains updated legal expertise and knowledge and participates in ongoing professional development and training.	A	

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM

Task/Item	Rating	Comments
Knows and complies with NALSC office policies and requirements.	A	
Works appropriate hours consistent with the personnel policy.	E	

PUBLIC LEGAL EDUCATION

Task/Item	Rating	Comments
Ensures that significant or interesting cases or trends are brought to the attention of management and co-workers. and makes recommendations to PLE, CLW and RJW.	A	
Participates in and carries out an adequate level of outreach including PLE, community organizing, and interagency groups.	A/1	
Arranges public legal education which is responsive to client needs, advises clients of their legal rights and responsibilities, enhances the capacity of clients to assist themselves individually and collectively.	A/1	
Prepares adequately for all public legal education meetings and presentations.	A	
Participates effectively in community groups. Exhibits knowledge of basic techniques for working with groups.	A	

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM

OFFICE ADMINISTRATION

Task/Item	Rating	Comments
Submits travel reports and calendars at beginning of each and every month	A	
Travel advance requests are submitted monthly	A	
Travel Expense Reports submitted within one week of incurring expense	A	
Requests for Leave are submitted at least 3 days prior to commencement of leave	A	
Time sheets are submitted in a timely manner	A	
Clinic Day requests are thorough, including purpose of request; number of people expected to attend and source of request (First Nation)	A	

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.	A	
Ensures assertive communication style is practiced as much as possible.	A	
Effectively communicates position and demonstrates that others positions are respected. .	A	
Expression of feelings and opinions is honest, and appropriate.	A	
Written communication is clear, concise, organized and persuasive. Plain language is used.	A	
Communicates effectively with 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 NALSC.	A	

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.	A	
Responds quickly to client telephone messages or other contact.	A	
Communicates effectively with community groups and representatives ensuring that NALSC's reputation is upheld and enhanced.	A	
Complies with Board policies regarding media and other contact.	A	

TEAM PLAYER

Task/Item	Rating	Comments
Understands the importance of his/her own and others jobs to the organization.	A	
Assists others during peak load times.	A	
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	

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM

Task/Item	Rating	Comments
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 constructively. Uses appropriate humour and avoids hurtful gossip.	A	
Calms irate clients.	A	
Demonstrates the ability to motivate others.	A	

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	

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM

Task/Item	Rating	Comments
Assumes responsibility and expects to be held accountable for completing job assignments in an efficient and timely manner.	A	
Provides supervisor with regular and prompt updates on the progress of work and possible problems on an as needed basis.	A	
Attends regularly and punctually at the office (s), meetings, client appointments, community meetings, etc.	A	
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.	A	
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.	A	

JOB KNOWLEDGE

Task/Item	Rating	Comments
Knows NALSC goals, Board policies, office practices and procedures, and job responsibilities.	A	
Possesses professional or technical knowledge and skills required in the position.	A	
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.	A	

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM

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.. 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	
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)	A	
Assists in the development of NALSC goals, including monthly reports and court reports.	A	

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM

Task/Item	Rating	Comments
Has met or exceeded goals agreed to overall, and assigned to him/her.	A	

TRAINING

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

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM

GOALS & OBJECTIVES STATEMENT

Development Desired	Plan for Development (Include Timelines)

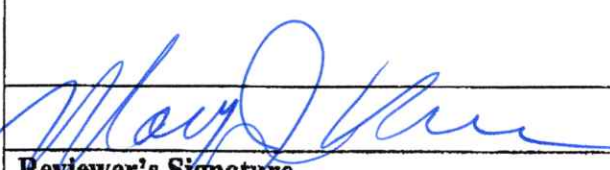
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NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM

PERFORMANCE REVIEW SUMMARY

Supervisor's Summary

Excellent worker
Participates well in training session
→ Strong work ethic. Took on extra task of organizing office.
→ Developing well in this position.
→ Any self-confidence issues will resolve with experience.
→ a pleasure to work with.

	Jun 11/05
Reviewer's Signature	Date

Barbie
Doreen J. Jones

FAX TRANSMISSION

NISHNAWBE ASKI LEGAL SERVICES
PO Box 152
ATTAWAPISKAT, ON P0L 1A0
(Tel) 705 997-2332 (Fax) 705 997-2341

To: Mary Jean Robinson Date: October 20th, 2004
Fax: 807 622 3024 Pages: 17, including cover page
From: Stella Kiokee-Koostachin
Subject: Evaluation forms completed

COMMENTS:

Good Morning!

Hope this reevaluation form
is sufficient for you.

I will be in court today
and tomorrow but you can leave
message at the office if you
need further info or not satisfied

Thank you. Have a good day

" Good Morning to All!!!

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM

Community Legal Worker

Name of Employee Being Reviewed:	Stella Kiokee-Koostuchin
Job Title:	CLW
Employed Since:	October 8, 2004
Direct Supervisor:	Mary Jean Robinson
Last Review Date:	
Date of This Review:	October 18 th , 2004
Name of Reviewer(s):	

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.

Rating Schedule

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

PART I

LEGAL SKILLS

Task/Item	Rating	Comments
Information gathering, interview skills, professionalism	A/I	- need to further advance in interviewing skills & information gathering
Identifies issues to be resolved	A	

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM

Task/Item	Rating	Comments
Provides advice in a clear manner under the supervision of the Area Director or designate	A	
Exercises judgement in deciding who to refer client to, seeks advice from supervising lawyer(s) when appropriate	A/1	-Still abit confused in this area
Assesses when a matter requires legal services beyond summary legal advice	A	
Ensures client understands advice and direction given	A	
Keeps abreast of changes in the law that impact First Nations	A	-Need to further gather info in this field
Updates referral sources and lists to ensure accuracy in referrals	A	
Service to new clients requests for summary advice are provided promptly and at a high level of quality	A	

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
 EVALUATION FORM

CASE WORK

Task/Item	Rating	Comments
Promptly and accurately investigates each client problem to ensure accurate and thorough knowledge of all facts	A	
Completes legal aid applications thoroughly including all information necessary to permit assessment of eligibility	A/I	Further improvement needed in application re: minors filing out applications
Submits applications promptly to Legal Aid Co-Ordinator	A	
Completes follow-up to obtain additional necessary information and crown screening forms in a timely manner	A/I	- Need improvement in tracking down clients with no telephones @ residence. - Make schedule for home visit
Maintains a list of ongoing applications and requests updates on a regular basis	A	
Submits court reports within one week following court	N/A	- hopefully will be what to do after tomorrow's court sitting
Maintains an up-to-date list of panel lawyers and assists clients to retain and communicate with counsel	A	
Organizes advance day work prior to arrival in community	E	- Made sure all info was provided to community, which lawyers were arriving - Made sure booking for court was set.

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION EVALUATION FORM

Task/Item	Rating	Comments
Schedules unrepresented clients to meet with duty counsel prior to arrival in community	A/I	Need to be more organized in this field & find out which clients are unrepresented.
Ensures transportation and office space are available in the community for advance days	A	
Ensures community members are aware lawyers are available for advice and assistance prior to advance day	A	
Assist duty counsel to ensure appropriate matters are referred to RJW's	A	
Submits monthly reports in a timely manner	N/A	- Will know once monthly report is done. but have no problem yet.
Maintains proper ticklers, diary, follow-up, docket, appointment book.	A/I	- Need improvement in obtaining docket & need to obtain an appointment book.
Consults with supervisor prior to advising a client that a case has no merit. Does not abandon cases without receiving adequate client instructions.	A	
Maintains updated legal expertise and knowledge and participates in ongoing professional development and training.	A	- Enjoys attending any training provided

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM

Task/Item	Rating	Comments
Knows and complies with NALSC office policies and requirements.	A	- Must be committed to review office policies & requirements several times to fully understand.
Works appropriate hours consistent with the personnel policy.	E	- No problems in this field.

PUBLIC LEGAL EDUCATION

Task/Item	Rating	Comments
Ensures that significant or interesting cases or trends are brought to the attention of management and co-workers. and makes recommendations to PLE, CLW and RJW.	A	Ensures all cases are significant.
Participates in and carries out an adequate level of outreach including PLE, community organizing, and interagency groups.	U	- Need improvement in this area
Arranges public legal education which is responsive to client needs, advises clients of their legal rights and responsibilities, enhances the capacity of clients to assist themselves individually and collectively.	A/I	More improvement needed in advising clients their legal rights & responsibilities
Prepares adequately for all public legal education meetings and presentations.	A	
Participates effectively in community groups. Exhibits knowledge of basic techniques for working with groups.	A/I	Need more participation in community groups but have problems working with groups

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM

OFFICE ADMINISTRATION

Task/Item	Rating	Comments
Submits travel reports and calendars at beginning of each and every month	A	- Will know by beginning of this coming month but don't think there's a problem
Travel advance requests are submitted monthly	A	- understands & hopefully to submitted then monthly
Travel Expense Reports submitted within one week of incurring expense	A	
Requests for Leave are submitted at least 3 days prior to commencement of leave	N/A	Just commenced work this month & do understand what's requested on leave
Time sheets are submitted in a timely manner	A	
Clinic Day requests are thorough, including purpose of request; number of people expected to attend and source of request (First Nation)	A	∅ problem

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.	A/1	- Need improvement in asking supervisor ^{SKK} to elaborate further instructions on messages
Ensures assertive communication style is practiced as much as possible.	A	
Effectively communicates position and demonstrates that others positions are respected. .	A	
Expression of feelings and opinions is honest, and appropriate.	A	⊕ problems in expressing feelings + having an honest opinion
Written communication is clear, concise, organized and persuasive. Plain language is used.	A/1	- Hopefully improvement in clear written communication + more organized
Communicates effectively with 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 NALSC.	A	- I try always to show respect and be non-judgmental to clients - I try to get confidence and trust in clients

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.	A/I	- Need to improve on updating clients
Responds quickly to client telephone messages or other contact.	A	
Communicates effectively with community groups and representatives ensuring that NALSC's reputation is upheld and enhanced.	A	
Complies with Board policies regarding media and other contact.	N/A	∅ problem in complying with board policies re: media/other contacts

TEAM PLAYER

Task/Item	Rating	Comments
Understands the importance of his/her own and others jobs to the organization.	A	
Assists others during peak load times.	A/I	Hopefully get organized to assist co-workers when required
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.	A	

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Task/Item	Rating	Comments
Volunteers and makes useful contributions in meetings and committees.	A	
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 constructively. Uses appropriate humour and avoids hurtful gossip.	A/1	Need Improvement
Calms irate clients.	A	To the best of my ability
Demonstrates the ability to motivate others.	A	

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/1	Need Improvement to carry out tasks on prompt matter.

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Task/Item	Rating	Comments
Assumes responsibility and expects to be held accountable for completing job assignments in an efficient and timely manner.	A	
Provides supervisor with regular and prompt updates on the progress of work and possible problems on an as needed basis.	A/1	Need to update Supervisor on progress of work
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.	A	I always try to maintain flow of work without undue delay.
Work hours are used productively.	A	

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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.	A	
Identifies and strives to solve problems and offers innovative suggestions for positive change.	A	

JOB KNOWLEDGE

Task/Item	Rating	Comments
Knows NALSC goals, Board policies, office practices and procedures, and job responsibilities.	A/1	- Need improvement in obtaining info.
Possesses professional or technical knowledge and skills required in the position.	A/1	- Need improvement
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.	A	

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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. Consults with others and refers to others appropriately. Develops and implements sound and timely solutions.	A	- Always try to the best of my ability

TIME MANAGEMENT

Task/Item	Rating	Comments
Understands the importance of using work time effectively and productively.	A	
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 NALSC goals, including monthly reports and court reports.	A	- Hopefully will have no problems but ^{SKK}

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Task/Item	Rating	Comments
Has met or exceeded goals agreed to overall, and assigned to him/her.	A/1	Hopefully to exceed goals agreed

TRAINING

Task/Item	Rating	Comments
Undertakes, willingly, all training opportunities, and implements new skills and knowledge appropriately.	A	
Identifies new training opportunities needed, and develops an action plan.	A/1	- Need improvement in action plan.

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GOALS & OBJECTIVES STATEMENT

Development Desired	Plan for Development (Include Timelines)
To gather information from Superiors without hesitation, on what their opinion of me will be.	Near future
To conduct myself in a professional manner at all times in getting confidence & respect	By November 2004.
To Succeed and Complete in task & responsibilities that I lack or need improvement on.	Next couple of months Dec 04
address issue of space for advance days - Chief Council	
Fax Machine - Telephone - Shredder -	

If you need more room, please make a copy of this page and attach.

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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	
<p>- My expectation to^{SH} is to perform as best as I can in helping clients with their issues and try to have an open mind and be professional at all times.</p> <p>- To obtain trust & confidence from my Superiors with the performance of my job</p>	
Stella Kiokee-Koselachin	October 20 th , 2004
Employee's Signature	Date

Supervisor's Comments	
Supervisor's Signature	Date

