

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

**Community Legal Worker**

<b>Name of Employee Being Reviewed:</b>	<i>Stella Kiohee-Kovstadin</i>
<b>Job Title:</b>	<i>CLW</i>
<b>Employed Since:</b>	<i>Oct 2004</i>
<b>Direct Supervisor:</b>	<i>Mary J Robinson</i>
<b>Last Review Date:</b>	<i>May 4, 2007</i>
<b>Date of This Review:</b>	<i>May 20/2008</i>
<b>Name of Reviewer(s):</b>	<i>Mary Jean Robinson Heather Baillie</i>

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	<i>A</i>	
Identifies issues to be resolved	<i>A</i>	
Provides advice in a clear manner under the supervision of the Area Director or designate.	<i>A</i>	

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
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Task/Item	Rating	Comments
Ensures client understands advice and direction given	E	
Updates referral sources and lists to ensure accuracy in referrals		<i>Will provide main office with list of resources.</i>

**CASE WORK**

Task/Item	Rating	Comments
Completes legal aid applications thoroughly including all information necessary to permit assessment of eligibility	A	
Completes follow-up to obtain additional necessary information and maintain a list of applications and request updates in a timely manner	A/I	
Submits court reports within one week following court	A	
Organizes advance day work prior to arrival in community. Schedule unrepresented clients to meet with duty counsel prior to arrival in community.	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	

**PUBLIC LEGAL EDUCATION**

Task/Item	Rating	Comments
Participates in and carries out an adequate level of outreach including PLE, community organizing, and interagency groups.	A	

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Task/Item	Rating	Comments
Prepares and assists adequately for all public legal education meetings and presentations including bringing requests for PLE to the attention of Legal Education and Communication Officer.	A	
Clinic Day requests are thorough, including purpose of request; number of people expected to attend and source of request (First Nation	A	<del>ATLAS</del> PAL

**OFFICE ADMINISTRATION**

Task/Item	Rating	Comments
Knows and complies with NALSC office policies and requirements	A	
Submits travel advance request, expense reports, calendars, time sheets and request for leave, time sheets are submitted in a timely manner.	A	

**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	



NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
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Task/Item	Rating	Comments
Ensures assertive communication style is practiced as much as possible. 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	
Ensures the client is updated on all file developments, and that instructions are always received and documented to the client's file.	A	

**TEAM PLAYER**

Task/Item	Rating	Comments
Understands the importance of his/her own and others jobs to the organization.	A	<i>Needs more as info re other programs &amp; role of employees.</i>
Takes pride in his/her own and others' work and the results of the organization. Assists others during peak load times. Collaborates and consults with others, as necessary, to complete the work of the organization.	E	

**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	

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
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**DEPENDABILITY AND FOLLOW-THROUGH**

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	

**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	

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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	

**GOALS & OBJECTIVES**

Task/Item	Rating	Comments
Has met or exceeded the performance goals agreed to during the last evaluation, (detail if appropriate)	A	
Has met or exceeded goals agreed to overall, and assigned to him/her.		

**TRAINING**

Task/Item	Rating	Comments
Identifies new training opportunities needed, and develops an action plan.		<i>No training in dealing with special needs eg) identifying disabilities</i>

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GOALS & OBJECTIVES STATEMENT

Development Desired	Plan for Development (Include Timelines)
<i>New Computer</i>	
<i>Monthly reports</i>	
<i>More training in assisting people with disabilities</i>	
<i>Training on obtaining pardons, possible clinic days.</i>	

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



NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
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PERFORMANCE REVIEW SUMMARY

Supervisor's Summary

- More attention needed to reports for follow-up from head office.
- Works well with other chW. Good teamwork.
- More community visits + P&E when circumstances permit.
- Pleasure to work with you.

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

The review summary will be kept in mind. Thank you!

Steele K. Kostadin

June 10, 2008

Employee's Signature

Date

Supervisor's Comments

Supervisor's Signature

Date

Nishnawbe-Aski Legal Services Corporation

**ACKNOWLEDGEMENT**

I hereby acknowledge that I have received a copy of the Nishnawbe-Aski Legal Services Corporation, Employee Manual containing the Personnel, Harassment and Financial Policies of the Corporation.

Stella K. Koostachin - Stella K. Koostachin  
Sign and print name

I hereby acknowledge that I have read and understood the Employee Manual.

Stella K. Koostachin - Stella K. Koostachin  
Sign and print name

Dated this 12 day of September, 2008.

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Stella K. Koslowski

June 10, 2008

Employee's Signature

Date

Supervisor's Comments

Supervisor's Signature

Date