



POSITION TITLE

Employee Performance Review

EMPLOYEE INFORMATION

Name	Lucie Longpreter	Employee ID	
Job Title	VWL Worker	Date	
Department	VWL	Manager	Atara Blawie - Lindstone
Review Period	3 month		

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	Very good.				
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments	Produces great work on the database.				
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments	Will continue to work on time management				
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)					24

EVALUATION

ADDITIONAL COMMENTS

Lucie is a great worker and has a great way of connecting with her clients and co-workers.

GOALS

(as agreed upon by employee and manager)

Learn a new language - Objivay - ~~Oji~~ Oji-Cree.

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	Lucie Longpreter	Date	August 6 2024
Manager Signature	Atara - Lindstone	Date	August 6 2024

Goals and Performance Plan (GPP) – due by January 31st, reviewed in July

Date:	Name of employee:	Name of supervisor:
Aug 6 2024	Lucie Hong Peter	Alana Olanik- Omidstone
Employee's main goals for this year:	Learn Objeway or Oji-Cree	
How progress towards the goals will be measured:	Completion of course or class	
Next meeting date:		

Self-Evaluation Form

Employee Name: LOCIE LONGPETER	Job Title: VWLW
Date: July 11/24	

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?
*Compassion for the clients.
20 assist clients to the best of my abilities.
Respect to all persons you come in contact with
- too bad I can't utilize my own language.*
2. What do you see as your greatest accomplishment or successful efforts since the beginning of your employment with Nishnawbe-Aski Legal Services Corporation?
- learning to use data base + how it's so much easier to keep track of clients, courts etc.
3. In what area or areas would you like to gain more experience, training or education?
*Training - working with youth, mentally-challenged
- microsoft training - functions etc.*
4. What activities or trainings have you participated in to develop yourself professionally?
- webinars

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

- time management
- prioritize daily tasks - database entries

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

- develop on-going working relationships with the legal community

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

- learn ojibwe or Ojibway (not able to use my tree & the west side)
- * met monthly as a team

8. Other Comments:

- Develop role plays that could be used as a presentation at workshops, training, and at other organizations
NANLS to have a yearly workshop + invite key people from the communities (on 2 events for west + east side) as other organizations eg) C&FS, NAPS, FC'S