

Self-Evaluation Form

Employee Name: Heather Baillie	Job Title: LAO Coordinator
Date: May 27, 2016	Supervisor: Mary Bird

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?
 - Knowledge and understanding of LAO policy to determine eligibility
 - Coordinating northern courts, scheduling duty counsel and flights
 - Manage/coordinate day to day CLW and LAO staff – court coverage, holiday coverage and staffing issues.

2. What do you see as your greatest accomplishment or successful efforts since the beginning of your employment with Nishnawbe-Aski Legal Services Corporation?
 - Knowledge of NALSC policy and procedures
 - Team player

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

4. In what area or areas would you like to gain more experience, training or education?
 - Excel training
 - Keep up to date with LAO training

5. What activities or trainings have you participated in over the last review period in order to develop yourself professionally?
 - Peoplesoft training, CLW training/LAO training, First Aid training, CLW/LAO training

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

- More training when available with LAO to keep up with changes

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

- Networking with other programs within NALSC

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

- Training



LEGAL AID

Employee Performance Review

EMPLOYEE INFORMATION	
Name <i>Heather Baulie</i>	Employee ID
Job Title <i>LAO Coordinator</i>	Date <i>27 May 2016</i>
Department <i>LAO</i>	Manager <i>Mary Bird</i>
Review Period <i>Oct 2013 to May 2016</i>	

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"/>
<i>Comments</i>					
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>					
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>					
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>					
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>					
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>					
Overall Rating (average the rating numbers above)					

EVALUATION
ADDITIONAL COMMENTS
<p>GOALS (as agreed upon by employee and manager)</p> <p><i>Within next 2 months review & revise job description by Jeff + Mary with Mary set in LAO training loop</i></p> <p><i>Excel training</i></p>

VERIFICATION OF REVIEW	
<i>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.</i>	
Employee Signature <i>Heather Baulie</i>	Date <i>May 27/16</i>
Manager Signature <i>Mary Bird</i>	Date <i>27 May 16</i>
	<i>27 May /16</i>



LEGAL AID

Employee Performance Review

EMPLOYEE INFORMATION	
Name <i>Heather Baulie</i>	Employee ID
Job Title <i>LAO Coordinator</i>	Date <i>27 May 2016</i>
Department <i>LAO</i>	Manager <i>Mary Bird</i>
Review Period <i>Oct 2013 to May 2016</i>	

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"/>
<i>Comments</i>					
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>					
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>					
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>					
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>					
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>					
Overall Rating (average the rating numbers above)					

EVALUATION
ADDITIONAL COMMENTS
<p>GOALS (as agreed upon by employee and manager) <i>Within next 2 months review & revise job description by Jeff + Mary with Mary set in LAO training loop Escal training</i></p>

VERIFICATION OF REVIEW	
<i>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.</i>	
Employee Signature <i>Heather Baulie</i>	Date <i>May 27/16</i>
Manager Signature <i>Mary Bird</i>	Date <i>27 May 16</i> <i>27 May /16</i>



LEGAL AID

Employee Performance Review

EMPLOYEE INFORMATION	
Name <i>Heather Baillee</i>	Employee ID
Job Title <i>LAO Coordinator</i>	Date <i>6 Feb 19</i>
Department <i>LAO</i>	Manager <i>Mary Bird</i>
Review Period <i>to Feb 2019</i>	

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"/>
<i>Comments</i>					
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>					
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>					
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>					
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>					
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>					
Overall Rating <i>(average the rating numbers above)</i>					

EVALUATION
ADDITIONAL COMMENTS <i>Work well together, good networking skills, focus on job</i>
GOALS <i>(as agreed upon by employee and manager)</i>
<i>Take better notes, More training opportunities, more networking w/ local legal aid offices, new computers, Computer training, small printer/scanner/photocopy, Salary equal to LAO Salaries</i>

VERIFICATION OF REVIEW	
<i>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.</i>	
Employee Signature <i>Heather Baillee</i>	Date <i>Feb 6/19</i>
Manager Signature <i>Mary Bird</i>	Date <i>6 Feb 19</i>



LEGAL AID

Employee Performance Review

EMPLOYEE INFORMATION

Name *Heather Baillie*
 Job Title *Legal Aid Coordinator*
 Department
 Review Period *Sept. 2012, Oct 2013*

Employee ID
 Date *Oct. 23/13*
 Manager *M.J. Robinson*

RATINGS

1 = Poor 2 = Fair 3 = Satisfactory 4 = Good 5 = Excellent

Job Knowledge 1 2 3 4 5
 Comments *H.B. assessor to meet w. staff every second week to discuss updates*

Work Quality 1 2 3 4 5
 Comments

Attendance/Punctuality 1 2 3 4 5
 Comments *put in lieu time.*

Initiative 1 2 3 4 5
 Comments *PATHS - LAO wants her to do the corrections if need to block overtime to do so CI-2 has a day*

Communication/Listening Skills 1 2 3 4 5
 Comments *Jocelyn has improved*

Dependability 1 2 3 4 5
 Comments

Overall Rating (average the rating numbers above)

EVALUATION

ADDITIONAL COMMENTS ** need conf. call w. SLO - not notify office sign in
 * Timmins - get all workers to cooperate (sheets)
 * Heather to do PeopleSoft Training on Timmins.*

GOALS (as agreed upon by employee and manager)
*- work with Kirsten on job desc. - isolate quasi mgmt. piece.
 - enter data into Paths - not user friendly
 - work w. AA in Timmins + SLO re personnel issues*

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 *Heather Baillie*
 Manager Signature *[Signature]*

Date *Oct 23/13*
 Date *Oct 23/13*
 Date *Oct 23/13*



LEGAL AID

Employee Performance Review

EMPLOYEE INFORMATION

Name *Heather Bullie* Employee ID _____
 Job Title *Legal Aid Co-ordinator* Date *Oct 23/13*
 Department *LAW* Manager *MJ Robinson*
 Review Period *Sept 2012 to Oct 2013*

RATINGS

1 = Poor 2 = Fair 3 = Satisfactory 4 = Good 5 = Excellent

Job Knowledge 1 2 3 4 5
 Comments *Schedule meeting every other week to assessors for updates.*

Work Quality 1 2 3 4 5
 Comments _____

Attendance/Punctuality 1 2 3 4 5
 Comments *Be seen to enter extra hours and take your leave time.*

Initiative 1 2 3 4 5
 Comments _____

Communication/Listening Skills 1 2 3 4 5 *4.5*
 Comments _____

Dependability 1 2 3 4 5
 Comments _____

Overall Rating (average the rating numbers above)

EVALUATION

ADDITIONAL COMMENTS - *Heather and Kirsten to work on quasi-management issues.*

GOALS
(as agreed upon by employee and manager)

Enter data into Path, and add leave time if necessary - Work with AD and Sign for about and training around personnel issues.

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 *Heather Bullie*
 Manager Signature *MJ Robinson*
Celina Kuehner

Date *Oct 23/13*
 Date *Oct 23/13*
Oct 23/13



LEGAL AID

Employee Performance Review

EMPLOYEE INFORMATION

Name *Heather Baillie* Employee ID _____
 Job Title *Legal Aid Coordinator* Date *Oct. 23/13*
 Department _____ Manager *M J Robinson*
 Review Period *Sept. 2012, Oct 2013*

RATINGS

1 = Poor 2 = Fair 3 = Satisfactory 4 = Good 5 = Excellent

Job Knowledge 1 2 3 4 5

Comments *H.B. to meet w. staff every second week to discuss up dates*
assessor

Work Quality 1 2 3 4 5

Comments _____

Attendance/Punctuality 1 2 3 4 5

Comments *put in lieu time.*

Initiative 1 2 3 4 5

Comments *PATHS - LAO wants her to do the corrections if need to block overtime to do so (1-2 hrs a day)*

Communication/Listening Skills 1 2 3 4 5

* Comments *Jocelyn has improved*

Dependability 1 2 3 4 5

Comments _____

Overall Rating (average the rating numbers above)

EVALUATION

ADDITIONAL COMMENTS * need conf. call w. SLO - not notify office sign in sheets
 * Timmins - get all workers to cooperate
 * Heather to do PeopleSoft Training on Timmins.
 GOALS (as agreed upon by employee and manager)
 - work with Kirsten on job desc. - isolate quasi mgmt. piece.
 - enter data into Paths - not user friendly
 - work w. TA in Timmins + SLO re personnel issues

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 *Heather Baillie*

Date *Oct 23/13*

Manager Signature *[Signature]*

Date *Oct 23/13*
Oct 23/13



LEGAL AID

Employee Performance Review

EMPLOYEE INFORMATION

Name *Heather Bullie* Employee ID _____
 Job Title *Legal Aid Co-ordinator* Date *Oct 23/13*
 Department *LAW* Manager *MJ Robinson*
 Review Period *Sept 2012 to Oct 2013*

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	<i>Schedule meeting every other week to assessors for updates.</i>				
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	<i>Be seen to enter extra hours and take your leave time.</i>				
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"/> 4.5
Comments					
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments					

Overall Rating (average the rating numbers above)

EVALUATION

ADDITIONAL COMMENTS - *Heather and Kersten to work on quasi-management issues.*

GOALS (as agreed upon by employee and manager)

Enter data into Paths and add leave time if necessary - Work with AD and Sign for court and training around personnel issues.

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 *Heather Bullie*
 Manager Signature *MJ Robinson*
Celina Kutterger

Date *Oct 23/13*
 Date *Oct 23/13*
Oct 23/13



LEGAL AID

Employee Performance Review

EMPLOYEE INFORMATION

Name	Heather Baillie	Employee ID	
Job Title	Legal Aid Coordinator	Date	Oct. 23/13
Department		Manager	M.J. Robinson
Review Period	Sept. 2012, Oct 2013		

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	H.B. ^{assessor} to meet w. staff every second week to discuss updates				
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	put in lieu time.				
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments	PATHS - LAO wants her to do the corrections if need to block over time to do so (1-2 hrs a day)				
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments	Jocelyn has improved				
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments					
Overall Rating (average the rating numbers above)					

EVALUATION

ADDITIONAL COMMENTS	<ul style="list-style-type: none"> * need conf. call w. SLO - not notify office * Timmins - get all workers to cooperate * Heather to do PeopleSoft Training on Timmins.
GOALS (as agreed upon by employee and manager)	<ul style="list-style-type: none"> - work with Kirsten on job desc. - isolate quasi mgmt. piece. - enter data into Paths - not user friendly - work w. TA in Timmins + SLO re personnel issues

VERIFICATION OF REVIEW

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Employee Signature	Heather Baillie	Date	Oct 23/13
Manager Signature	M.J. Robinson	Date	Oct 23/13



LEGAL AID

Employee Performance Review

EMPLOYEE INFORMATION

Name	<i>Heather Bullie</i>	Employee ID	
Job Title	<i>Legal Aid Co-ordinator</i>	Date	<i>Oct 23/13</i>
Department	<i>LAW</i>	Manager	<i>MJ Robinson</i>
Review Period	<i>Sept 2012 to Oct 2013</i>		

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	<i>Schedule meeting every other week to assessors for updates.</i>				
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	<i>Be seen to enter extra hours and take your sick time.</i>				
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	<i>4.5</i>				
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments					
Overall Rating (average the rating numbers above)					

EVALUATION

ADDITIONAL COMMENTS - *Heather and Kirsten to work on quasi-management issues.*

GOALS (as agreed upon by employee and manager) *Enter data into Path, and add piece time if necessary - Work with AD and Signor for and training around personnel issues.*

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	<i>Heather Bullie</i>	Date	<i>Oct 23/13</i>
Manager Signature	<i>MJ Robinson</i> <i>Celina Keibeyer</i>	Date	<i>Oct 23/13</i> <i>Oct 23/13</i>



LEGAL AID

Employee Performance Review

EMPLOYEE INFORMATION	
Name	Heather Baillie
Job Title	Legal Aid Coordinator
Department	L.A.O.
Review Period	June 14, 2011.
Employee ID	
Date	Sept. 11/12
Manager	Mary Jean Robinson

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	after Oct. 19. go on the source the every 2 weeks - update info. in every other week to sharing.				
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	- be patient with Jocelyn.				
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments					
Overall Rating (average the rating numbers above)	24.5 / 25				

EVALUATION	
ADDITIONAL COMMENTS	job desc. → clarify quasi management duties.
GOALS (as agreed upon by employee and manager)	<ul style="list-style-type: none"> attend skill training in dealing with + instructing co-workers / managing excel training - lieu time if evening course Budgeting

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	Heather Baillie
Manager Signature	Delina Peppy
Date	Sept 26/12
Date	Sept. 26/12



LEGAL AID

Employee Performance Review

EMPLOYEE INFORMATION	
Name	HEATHER BAILLIE
Employee ID	
Job Title	LEGAL AID COORDINATOR
Date	SEPT 26, 2012
Department	LAO
Manager	MARY JEAN ROBINSON
Review Period	JUNE 14, 2011 TO SEPT 26, 2012

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	I HAVE EVERY TWO WEEKS DEVOTED TO UPDATING INFO TO BE IMPLEMENTED AFTER OCTOBER 19, 2012 SHARING LAO STAFF					
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 checked="" type="checkbox"/>	4.5
Comments						
Dependability		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments						
Overall Rating (average the rating numbers above)	24.5 / 25					

EVALUATION	
ADDITIONAL COMMENTS	Excellent employee.
GOALS (as agreed upon by employee and manager)	<ul style="list-style-type: none"> -> ATTEND SKILL TRAINING IN DEALING WITH TEACHING AND MANAGING CO-WORKERS. (INSTRUCTING) -> EXCEL TRAINING -> TRENDLINES -> CLARIFICATION OF QUASI-MANAGEMENT DUTIES. - BUDGETING COURSE

VERIFICATION OF REVIEW	
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Employee Signature	Heather Baillie
Date	Sept 26/12.
Manager Signature	[Signature]
Date	Sept 26/12

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM

LAO Coordinator

Name of Employee Being Reviewed:	Heather Baillie
Job Title:	LAO Coordinator
Employed Since:	October 3, 1939
Direct Supervisor:	Mary Jean Robinson
Last Review Date:	May 12, 2008
Date of This Review:	June 15, 2011
Name of Reviewer(s):	Mary Jean Robinson / Celina Reitberger

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

Task/Item	Rating	Comments
Decide on Legal Aid entitlement, based on applicant's circumstances meeting LAO criteria, and issue Legal Aid certificates based on opinion letters and appeals.	E	
Resolve complaints from applicants, the bar, the judiciary and others relating to LAO policies, criteria and procedures, while referring complex or legal issues to the Area Director	E	
Organize settlement conferences and committee meetings and ensure that all documentation is prepared for the meetings	E	

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM

Task/Item	Rating	Comments
Develop duty counsel and other rosters on behalf of the Area Director.	E	
Appoint Special Duty counsel when needed	E	
Establish contacts with other service agencies/providers and make necessary referrals	E	
Organize and schedule northern courts, travel, accommodation and counsel attendance on a weekly basis	E	
Obtain and circulate court dockets to those who require them for scheduling purposes	E	
Maintain knowledge of legal aid procedures, policies and applications, including attending any training or workshops offered by LAO	E	learning block fee amendment process that was implemented May 30/11.

CASE ADMINISTRATION

Task/Item	Rating	Comments
Interview applicants to determine their eligibility for Legal Aid	E	
Review opinion letters and other relevant material in making eligibility decisions	E	
Issue certificates based on LAO criteria and other relevant factors	E	
Decide on applicant's legal aid entitlement	E	
Arrange clinic days based on directions received from the Area Director	E	
Explain application process and LAO services to applicants and community members	A	
Follow up with CLW's and assessors with respect to completion of applications	E	
Ensure applications and certificates are processed in a timely and thorough manner	E	
Monitor applicant and certificate holder status to ensure ongoing eligibility	E	-
Enter information on the LAO computer systems (SES or TSN) <i>peoplesoft</i>	E	- continue working on entering more detailed notes on PS
Lawyer referrals	E	
Open, maintain and close client/applicant files and ensure all required documentation is in the files	E	

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM

Task/Item	Rating	Comments
Contact family members to explain legal aid process and acquire applicant's financial and legal information	E	
Authorize amendments to certificates within the LAO guidelines and direction of the Area Director	E	
Investigate an applicant's information as a follow up to assessment process	E	
Report findings of investigations to Area Director and Investigations Department at LAO	E	
Make recommendations about applications based on information received and knowledge of LAO criteria and policies	E	
Determine if a certificate should be issued free or charge or with a ^{contribution} payment agreement	E	
Calculate the amount of payment ^{cont.} agreements based on applicant circumstances and LAO policies and precedents	E	
Issue contribution agreements based on guidelines	E	
Explain to applicants the results of assessments and the decision on their application	E	
General legal aid certificates according to LAO guidelines	E	
Record receipt of payments on contribution agreements and update the status of unpaid agreements for further action	N/A	handled by CSC. - To.
Respond to inquiries from applicants and lawyers	E	
Organize and schedule northern courts, travel, accommodation and counsel attendance on a weekly basis	E	

CASE ADMINISTRATION

Task/Item	Rating	Comments
Train and orient CLW and other LAO staff about changes made to LAO policies and procedures	A.	
Establish contacts and maintain a network of community service agencies for client	E	

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM

Task/Item	Rating	Comments
referrals		
Assist in circulating LAO information to external agencies and communities when required	E	
Other duties as required in furtherance of the mandate of LAO and/or NALSC	E	

OFFICE ADMINISTRATION

Task/Item	Rating	Comments
Manage and supervise all LAO staff – Community Legal Workers, LAO support staff, and Assessors.\	A	
Report major staffing issues to Area Director or Executive Director to be addressed	E	
Participate in employee performance reviews as required	A	
Assist in the screening, interviewing, and selection of new LAO candidates/staff	A	
Apply and enforce the NALSC personnel policies and procedures with LAO staff	E	
Generate all required reports, statistics and other information as required by the Area or Executive Directors	E	
Collect all pertinent human resources forms and requests as required by the Area Director, Executive Director or Finance Manager	E	
Monitor matters pertaining to staff leaves, schedules, attendance for the purpose of planning and processing	E	- calendar always updated
Discuss financial issues with Finance ^{Controller} Manager or Area Director as required	E	
Discuss operational issues with the AD, ED or Finance ^{Controller} Manager as required	E	
Prepare bank deposits and payments with the LAO Provincial Office when required	E	when needed
Perform other managerial or administrative duties as required	E	

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	
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.	A	
Written communication is clear, concise, organized and persuasive. Plain language is used.	E	
Communicates effectively with clinic 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	
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 clinic'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		

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM

Task/Item	Rating	Comments
and others jobs to the organization.	E	
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 constructively. Uses appropriate humour and avoids hurtful gossip.	A	
Calms irate clients.	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	
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	
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	

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM

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.		
Maintains a regular flow of work without undue delay and the need for reminders.	E	
Work hours are used productively.	E	
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 clinic's goals, Board policies, office practices and procedures, and job responsibilities.	E	
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.	A	-wd like more computer training - Excl.

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	E	

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM

Task/Item	Rating	Comments
priorities accordingly. Collects and analyses data logically. Consults with others and refers to others appropriately. Develops and implements sound and timely solutions.		

TIME MANAGEMENT

Task/Item	Rating	Comments
Understands the importance of using work time effectively and productively.	E	
Makes appropriate priorities between work tasks.	E	
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 and CFS.	E	
Has met or exceeded goals agreed to by the clinic staff overall, and assigned to him/her.	E	

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	
Participates in an Eastern clinic study group or equivalent if agreed to Effectively participates. Carries out special projects agreed to efficiently and within time deadlines set.		
Communicates effectively to coworkers the outcome of study		

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM

Task/Item	Rating	Comments
group meetings. Circulates minutes or other appropriate materials as appropriate. Ensures advancement of poverty law interests through study group.	E	

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM

GOALS & OBJECTIVES STATEMENT

Development Desired	Plan for Development (Include Timelines)
<p>computer training excel</p>	<p>Heather will find who offers excel. to NALSC will pay cost of course - if after hours provide here.</p>
<p>- communication.</p>	<p>① Referrals for RJ to go to RJ assistant ② CW's to provide Heather with copies of all referrals</p>
<p>- Talking Together.</p>	<p>→ Begin referral forms for TIP re LAO forms.</p>
<p>Realigning job with new LAO positions &</p>	<p>Discuss with LAO and H.R.</p> <hr/>

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

- Excellent employee.
- Shows her knowledge & ability with others
- Strong teaching skill.
- Needs to be assessed re possible supervisor/manager pay scale.
- NALSC will pay for excel training and provide time if evening course

Reviewer's Signature

Date

Jew 15/11

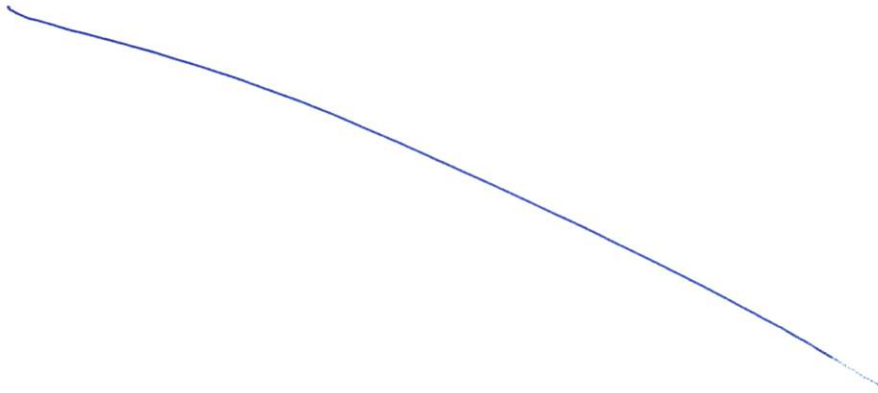
NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM

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



Heather Baillie

June 15/11

Employee's Signature

Date

Supervisor's Comments



June 15/11

Supervisor's Signature

Date

Heather
Baillie

WISCONSIN LEGAL SERVICES CORPORATION
EVALUATION FORM

LAO Coordinator

Employee Name:	Heather Baillie
Position:	LAO Coordinator
Start Date:	October 3, 1939 (?)
Direct Supervisor:	Mary Jean Robinson
Last Review Date:	May 12, 2008
Date of This Review:	
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

Task/Item	Rating	Comments
Decide on Legal Aid entitlement, based on applicant's circumstances meeting LAO criteria, and issue Legal Aid certificates based on opinion letters and appeals.	E	
Resolve complaints from applicants, the bar, the judiciary and others relating to LAO policies, criteria and procedures, while referring complex or legal issues to the Area Director	E	
Organize settlement conferences and committee meetings and ensure that all documentation is prepared for the meetings	E	

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM

Task/Item	Rating	Comments
Develop duty counsel and other rosters on behalf of the Area Director.	E	
Appoint Special Duty counsel when needed	E	
Establish contacts with other service agencies/providers and make necessary referrals	E	
Organize and schedule northern courts, travel, accommodation and counsel attendance on a weekly basis	E	
Obtain and circulate court dockets to those who require them for scheduling purposes	E	
Maintain knowledge of legal aid procedures, policies and applications, including attending any training or workshops offered by LAO	E	learning block fee amendment process that was implemented May 30/11.

CASE ADMINISTRATION

Task/Item	Rating	Comments
Interview applicants to determine their eligibility for Legal Aid	E	
Review opinion letters and other relevant material in making eligibility decisions	E	
Issue certificates based on LAO criteria and other relevant factors	E	
Decide on applicant's legal aid entitlement	E	
Arrange clinic days based on directions received from the Area Director	E	
Explain application process and LAO services to applicants and community members	A	
Follow up with CLW's and assessors with respect to completion of applications	E	
Ensure applications and certificates are processed in a timely and thorough manner	E	
Monitor applicant and certificate holder status to ensure ongoing eligibility	E	-
Enter information on the LAO computer systems (SES or TSN) people soft	E	- continue working on entering more detailed notes on PS
Lawyer referrals	E	
Open, maintain and close client/applicant files and ensure all required documentation is in the files	E	

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM

Task/Item	Rating	Comments
Contact family members to explain legal aid process and acquire applicant's financial and legal information	E	
Authorize amendments to certificates within the LAO guidelines and direction of the Area Director	E	
Investigate an applicant's information as a follow up to assessment process	E	
Report findings of investigations to Area Director and Investigations Department at LAO	E	
Make recommendations about applications based on information received and knowledge of LAO criteria and policies	E	
Determine if a certificate should be issued free or charge or with a ^{contribution} payment agreement	E	
Calculate the amount of payment ^{cont.} agreements based on applicant circumstances and LAO policies and precedents	E	
Issue contribution agreements based on guidelines	E	
Explain to applicants the results of assessments and the decision on their application	E	
General legal aid certificates according to LAO guidelines	E	
Record receipt of payments on contribution agreements and update the status of unpaid agreements for further action	N/A	handled by CSC. - Tu.
Respond to inquiries from applicants and lawyers	E	
Organize and schedule northern courts, travel, accommodation and counsel attendance on a weekly basis	E	

CASE ADMINISTRATION

Task/Item	Rating	Comments
Train and orient CLW and other LAO staff about changes made to LAO policies and procedures	A.	
Establish contacts and maintain a network of community service agencies for client	E	

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM

Task/Item	Rating	Comments
referrals		
Assist in circulating LAO information to external agencies and communities when required	E	
Other duties as required in furtherance of the mandate of LAO and/or NALSC	E	

OFFICE ADMINISTRATION

Task/Item	Rating	Comments
Manage and supervise all LAO staff – Community Legal Workers, LAO support staff, and Assessors.\	A	
Report major staffing issues to Area Director or Executive Director to be addressed	E	
Participate in employee performance reviews as required	A	
Assist in the screening, interviewing, and selection of new LAO candidates/staff	A	
Apply and enforce the NALSC personnel policies and procedures with LAO staff	E	
Generate all required reports, statistics and other information as required by the Area or Executive Directors	E	
Collect all pertinent human resources forms and requests as required by the Area Director, Executive Director or Finance Manager	E	
Monitor matters pertaining to staff leaves, schedules, attendance for the purpose of planning and processing	E	- calendar always updated
Discuss financial issues with Finance Manager ^{Controller} or Area Director as required	E	
Discuss operational issues with the AD, ED or Finance Manager ^{Controller} as required	E	
Prepare bank deposits and payments with the LAO Provincial Office when required	E	when needed
Perform other managerial or administrative duties as required	E	

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	
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.	A	
Written communication is clear, concise, organized and persuasive. Plain language is used.	E	
Communicates effectively with clinic 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	
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 clinic'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		

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM

Task/Item	Rating	Comments
and others jobs to the organization.	E	
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 constructively. Uses appropriate humour and avoids hurtful gossip.	A	
Calms irate clients.	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	
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	
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	

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM

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.		
Maintains a regular flow of work without undue delay and the need for reminders.	E	
Work hours are used productively.	E	
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 clinic's goals, Board policies, office practices and procedures, and job responsibilities.	E	
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.	A	<p>-wd like more computer training - Exal.</p> <p>- will do in the fall</p> <p>- wants to do over evenings in the fall - w/ pay <u>free time</u></p>

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	E	

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM

Task/Item	Rating	Comments
priorities accordingly. Collects and analyses data logically. Consults with others and refers to others appropriately. Develops and implements sound and timely solutions.		

TIME MANAGEMENT

Task/Item	Rating	Comments
Understands the importance of using work time effectively and productively.	E	
Makes appropriate priorities between work tasks.	E	
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 and CFS.	E	
Has met or exceeded goals agreed to by the clinic staff overall, and assigned to him/her.	E	

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	
Participates in an Eastern clinic study group or equivalent if agreed to Effectively participates. Carries out special projects agreed to efficiently and within time deadlines set.		
Communicates effectively to coworkers the outcome of study		

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM

Task/Item	Rating	Comments
group meetings. Circulates minutes or other appropriate materials as appropriate. Ensures advancement of poverty law interests through study group.	E	

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM

GOALS & OBJECTIVES STATEMENT

Development Desired	Plan for Development (Include Timelines)
<i>computer training excel</i>	

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

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Employee's Signature	Date

Supervisor's Comments

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Supervisor's Signature	Date