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

Self-Evaluation Form Page 1

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

Self-Evaluation Form Page 2



EMPLOYEE INFORMATION							
Job Title LAO Coordinate	. <i>u</i>		Employee ID				
Job Title LAO Coordined	h-v		Date 27	May 20 lang B	,,6		
Department LMO			Manager /	lary B	ird		
Review Period Oct 2013 to	May	2016					
RATINGS							
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Job Knowledge					Q		
Comments					,		
Work Quality					×		
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Manager Signature 2	7		Date 27 (May 16			
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Name Heather Bai	ll ec		Employee ID			
Job Title LAO Coordina			Date 6 Leb 19 Manager Mary Bird			
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Department				MJRobi	'NS ON
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Manager Signature			Date	cod	3//3
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Employee Performance Review



EMPLOYEE INFORMATION	3.1				
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Job Title Legal aid Co	-ordere	iter	Date Date	024/9	>
Department LAC			Manager //	TROBI	W 5000
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Manager Signature	210			23/	3
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Department			Manager /	4 TROP	i'Nson
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Job Title Legal aid Co	-ordere	ator	Date O Manager M	025/15	
Department LAC			Manager //) Kibi	NOSOL
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Manager Signature	1		Date	72-	3/12
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EMPLOYEE INFORMATION	0.11.				
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Job Title Legal Hig	& Coord	divato,	P. Date	pti 1	Jeon Adi
			Manager	Mary	Jean Maki.
Review Period June 14	,2011.				
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Work Quality					×
Comments					
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Manager Signature	DI		Date S	wt. 761	117



EMPLOYEE INFORMATION					
Name HEATHER 131	ob Title LEGAL AID COURDINATOR				
Job Title LEGAL AID	COURD	INATO	Date 5	GPT Z	16,2012
Department / A ()			Manager //	ALY TEA	N KOBINSON
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Work Quality					X
Comments					
Attendance/Punctuality					X
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Dependability					X
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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	E	
based on opinion letters and appeals.		
Resolve complaints from applicants, the		
bar, the judiciary and others relating to		
LAO policies, criteria and procedures,	_	
while referring complex or legal issues to	E	
the Area Director		
Organize settlement conferences and	_	
committee meetings and ensure that all	+	
documentation is prepared for the meetings		

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		
Organize and schedule northern courts,		
travel, accommodation and counsel	F	
attendance on a weekly basis		
Obtain and circulate court dockets to those		
who require them for scheduling purposes		
Maintain knowledge of legal aid		learning block fee amendment process that was implementnts May 30/11.
procedures, policies and applications,		a mend ment process that was
including attending any training or	E	do mandate Mail2
workshops offered by LAO		imperientis i mysoli.

CASE ADMINISTRATION

Task/Item	Rating	Comments
Interview applicants to determine their	E	
eligibility for Legal Aid	-	
Review opinion letters and other relevant	E	
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	A	
members		
Follow up with CLW's and assessors with	_	
respect to completion of applications	E	
Ensure applications and certificates are	E	
processed in a timely and thorough manner		
Monitor applicant and certficate holder	E	
status to ensure ongoing eligibility		, i
Enter information on the LAO computer		-continue working on
systems (SES or TSN) People Soft	E	extering MOVE detailed Notes on P.
Lawyer referrals	E	
Open, maintain and close client/applicant		
files and ensure all required documentation	T	
is in the files		

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	1 7 1 1 1	
within the LAO guidelines and direction of	E	
the Area Director		
Investigate an applicant's information as a	E	
follow up to assessment process	E	
Report findings of investigations to Area		
Director and Investigations Department at	E	
LAO		
Make recommendations about applications		
based on information received and	C	
knowledge of LAO criteria and policies		
Determine if a certificate should be issued		
free or charge or with a payment agreement	E	
Calculate the amount of payment cont.		
agreements based on applicant		
circumstances and LAO policies and	E	
precedents		
Issue contribution agreements based on	E	
guidelines		
Explain to applicants the results of		
assessments and the decision on their	E	
application		
General legal aid certificates according to	E	
LAO guidelines	E	
Record receipt of payments on contribution	. 11	handled by CSC. To.
agreements and update the status of unpaid	NA	
agreements for further action		
Respond to inquiries from applicants and	E	
lawyers		
Organize and schedule northern courts,		
travel, accommodation and counsel	E	
attendance on a weekly basis		

CASE ADMINISTRATION

Task/Item	Rating	Comments
Train and orient CLW and other LAO staff		
about changes made to LAO policies and	Α.	
procedures	2.1	
Establish contacts and maintain a network		
of community service agencies for client	-	

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	=	

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 or Area Director as required	E	
Discuss operational issues with the AD, ED or Finance Manager as required	E	
Prepare bank deposits and payments with the LAO Provincial Office when required	E	when heedes
Perform other managerial or administrative duties as required	E	

PART II PERFORMANCE OBJECTIVES & REQUISITE SKILLS – EXPECTATIONS & RESULTS

COMMUNICATION

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	E	
assign blame.		
Ensures assertive communication style is		
practiced as much as		
possible. Effectively communicates		
position and demonstrates that others		
positions are respected. Expression of	\wedge	
feelings and opinions is honest, and	H	
appropriate.		
Written communication is clear, concise,		
organized and persuasive. Plain language is	E	
used.		
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.		
Ensures the client is updated on all file		
developments, and that instructions are		
always received and documented to the	-	
client's file.		
Responds quickly to client telephone	E	
messages or other contact.		
Communicates effectively with community		
groups and representatives ensuring that		
the clinic's reputation is upheld and	\subseteq	
enhanced.		
Complies with Board policies regarding		
media and other contact.		

TEAM PLAYER

TEMM TEMPER		
Task/Item	Rating	Comments
Understands the importance of his\her own		

Task/Item	Rating	Comments
and others jobs to the organization.	\in	
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	F	
organization.		
Volunteers and makes useful contributions	F	
in meetings and committees.		
Honours the ground rules for working in a	E	
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	A	
and avoids hurtful gossip.		
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	E	
carry out tasks etc.		
Assumes responsibility and expects to be		
held accountable for completing job	_	
assignments in an efficient and timely	E	
manner.		
Provides supervisor with regular and		
prompt updates on the progress of work	-	
and possible problems on an as		
needed basis.		
Attends regularly and punctually at the	~	
office (s), meetings, client appointments,		
community meetings, etc.		
Ensures office security at all times, and		
client confidentiality.		

EFFORT

Task/Item	Rating	Comments
Consistently and dependably works		
towards the completion of job		8
responsibilities, assigned tasks, and results		
to the fullest extent of his/her		
responsibilities.		
Maintains a regular flow of work without	E	
undue delay and the need for reminders.	-	
Work hours are used productively.		
Brings enthusiasm to his/her work.	E	

INTITIATIVE

Task/Item	Rating	Comments
Identifies and takes on relevant and		
appropriate tasks when major		
responsibilities are completed.		
Identifies and strives to solve problems and		
offers innovative suggestions for positive	E	
change.		

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-Exal.

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	6	

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

GOALS & OBJECTIVES

GOALS & OBSECTIVES		
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	300	
new skills and knowledge	F	
appropriately.		
Identifies new training		
opportunities needed, and	E	
develops an action plan.		
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		

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

GOALS & OBJECTIVES STATEMENT

Development Desired	Plan for Development (Include Timelines)
computer taining excel	excel. & NALS c will pay cost of course - if afflice hours provide lieve.
- communication.	Ofeferals for RJ Ho go XO RJ assestant 2 Clw's XO provide Heather with copiery all refusals
Talking Together.	-> Begin upual famos for 11/2 re 1 AO foims-
Realigning fold with new LAO positions	Discers with LAO and H.R.

Development Desired	Plan for Development (Include Timelines)
·	

If you need more room, please attach.

PERFORMANCE REVIEW SUMMARY

	Supervisor's Summary
-	Hællend employel.
-	Shows her knowledge & ability with others
	Thong teaching shell.
	Mod to be assessed le
	Mods to be assessed il possible supervisor/manager pay seale. 1 NALSC will vay for excel training and provide lieu time if evening coarse
	Reviewer's Signature Leveris Signature Date
	/1/4 + Xene 15/11
	Reviewer's Signature Date

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	
1 1	<u> </u>
Heather Buille	June 15/11
Empolyee's Signature	Date
Empory of a significant	
Supervisor's Comments	
1/1/2/11	
///////	Jene 15/11
Supervisor's Signature	Date

Heather
Baille

ISKI LEGAL SERVICES CORPORATION VALUATION FORM

(x

, 1 1.

LAO Coordinator

11

	ed:	Heather Baille
		LAO Coordinator
		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	

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 implementates May 30/11.

CASE ADMINISTRATION

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	А	
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 certficate holder status to ensure ongoing eligibility	E	
Enter information on the LAO computer systems (SES or TSN) PROPICES +	E	extering MNE detailed notes on P.
Lawyer referrals	E	
Open, maintain and close client/applicant files and ensure all required documentation is in the files	E	

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

CASE ADMINISTRATION

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

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	€	

OFFICE ADMINISTRATION

Task/Item	Rating	Comments
Manage and supervise all LAO staff – Community Legal Workers, LAO support staff, and Assessors.\	Α	
Report major staffing issues to Area Director or Executive Director to be addressed	W	
Participate in employee performance reviews as required	A	
Assist in the screening, interviewing, and selection of new LAO candidates/staff	Α	
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	€	
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 or Area Director as required	E	
Discuss operational issues with the AD, ED or Finance Manager as required	E	
Prepare bank deposits and payments with the LAO Provincial Office when required	E	when heedes
Perform other managerial or administrative duties as required	E	

PART II PERFORMANCE OBJECTIVES & REQUISITE SKILLS – EXPECTATIONS & RESULTS

COMMUNICATION

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	Λ	
feelings and opinions is honest, and		
appropriate.		
Written communication is clear, concise,		
organized and persuasive. Plain language is	E	
used.		
Communicates effectively with clinic		
callers and clients, showing respect,		
empathy and being non-judgmental of		
client's lifestyle or other matters. Preserves	E	
client's dignity, fosters client confidence		
and trust in staff member and the clinic.		
Ensures the client is updated on all file		
developments, and that instructions are		
always received and documented to the	E	
client's file.		
Responds quickly to client telephone	\in	
messages or other contact.		
Communicates effectively with community		
groups and representatives ensuring that	ا	
the clinic's reputation is upheld and	$ \subseteq$	
enhanced.		
Complies with Board policies regarding	\vdash	
media and other contact.	_	

TEAM PLAYER

Task/Item	Rating	Comments
Understands the importance of his\her own		

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.	А	
Calms irate clients.	E	
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.	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.		
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.		
Maintains a regular flow of work without	E	
undue delay and the need for reminders.	-	
Work hours are used productively.	E	
Brings enthusiasm to his/her work.	E	

INTITIATIVE

Task/Item	Rating	Comments
Identifies and takes on relevant and		
appropriate tasks when major		
responsibilities are completed.		
Identifies and strives to solve problems and		
offers innovative suggestions for positive	E	
change.		

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-Exal. -will do in the fall wants to do over even

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	6	

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.	4	

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		·

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

GOALS & OBJECTIVES STATEMENT

Development Desired	Plan for Development (Include Timelines)
computer taining excel	
·	

Development Desired	Plan for Development (Include Timelines)
1	
·	
	1

If you need more room, please attach.

PERFORMANCE REVIEW SUMMARY

Supervisor's Summary	
Reviewer's Signature	Date

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	
Empolyee's Signature	Date
Supervisor's Comments	
Duput 1001 5 Comments	
CONTRACTOR STATE OF THE STATE O	Date
Supervisor's Signature	Date