

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM

Restorative Justice Worker

Name of Employee Being Reviewed:	VERNON
Job Title:	RJW
Employed Since:	JULY 14 TH - 2004
Direct Supervisor:	DEREK E. LYONS, RJC
Last Review Date:	NONE
Date of This Review:	DECEMBER 3 RD - 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

PART I

Task/Item	Rating	Comments
Information gathering, interview skills, professionalism	E	- VERY GOOD PROFESSIONALISM

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM

Task/Item	Rating	Comments
Identifies issues to be resolved	A	- VERY GOOD
Complete training in facilitation of Community Accountability Conferencing (CAC).	E	- BETTY CO-FACILITATED WITH VERNON AND MADE ALL POSITIVE REMARKS ABOUT VERNON'S PERFORMANCE
Exercises judgement in deciding who to refer client to, seeks advice from supervising lawyer(s) when appropriate	E	- HAS LIST OF RETURN AGENCIES AND USES THEM.
Assesses and refers matters when such matters require legal services beyond restorative justice program	E	- CALLS SUPERVISOR IMMEDIATELY RE: ANY ISSUES REQUIRING LEGAL MATTERS.
Ensures client understands advice and direction given	A	

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM

Task/Item	Rating	Comments
Completes and documents contacts, accurately and completely	E	- VERY GOOD CIRCUIT REPORTS SUBMITTED
Exercises good judgement	A / E	- SOMETIMES A BIT UNCERTAIN <u>RE:</u> MORE COMPLEX ISSUES
Keeps abreast of changes in the law that impact the restorative justice program.	A	
Visit the communities to determine their level of progress in CAC and hold community meetings to educate and to determine needs and wishes.	E	- HAS RECENTLY BEGUN MANY TRIPS,
Liaise with court, police, judges, and probation officers to arrange for mechanism to divert charges to CAC.	A	- GETTING THERE - ^{NOTE'S} JUST STARTED → THEREFORE, WILL DEFINITELY IMPROVE.

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
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Task/Item	Rating	Comments
Visit each community twice monthly and conduct at least one CAC per visit as resources tolerate.	A	- BEGINNING TO.
Provide resources for Community Justice Circles and support those who wish to conduct their own CA Conferences.	A	-
Maintain records of conferences and provide timely follow-up reports and final reports once agreements are completed.	E	- VERY GOOD REPORTS AND REPORTING TIME
Provide database spreadsheet information on a monthly basis.	A	
Obtain qualitative community evaluation of services and provides findings to the Restorative Justice Coordinator on a monthly basis.	A	- SHOULD PROVIDE ANY FEEDBACK RECEIVED BY WAY OF 1/4LY COMMUNITY STATUS REPORT.

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
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Task/Item	Rating	Comments
Attend Courts as they occur to liaise with Crown, Police, Probation Officers, and Justice Committee to arrange conferences.	A	
Hold community meetings to educate them in diversion and to determine needs and wishes on a bi-monthly basis.	A	- SHOULD BEGIN NOW TO DO THIS, TIME PERMITTING
Submit monthly database and quantitative evaluation reports.	A	- GOOD REPORTING
Perform other related duties as required in furtherance of the mandate of the Corporation.	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.	E	- CALLS IN TO ASK QUESTIONS, VERY GOOD.
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.	E	- VERY GOOD PEOPLE SKILLS.
Written communication is clear, concise, organized and persuasive. Plain language is used.	E	- VERY GOOD REPORTS
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	- SUPRA.

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
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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 inquiries.	A	
Communicates effectively with community groups and representatives ensuring that the Corporation's reputation is upheld and enhanced.	E	
Complies with Board policies regarding media and other contact.	N/A	- per policy.

TEAM PLAYER

Task/Item	Rating	Comments
Understands the importance of his/her own and others jobs to the organization.	E	

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
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Task/Item	Rating	Comments
Assists others during peak load times.	A	- NEEDS IMPROVEMENT.
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	- VERY GOOD ENTHUSIASM
Volunteers and makes useful contributions in meetings and committees.	A E	→ SUMMER BOARD CONTRIBUTIONS - VERY GOOD.
Honours the ground rules for working in a productive and caring manner.	A	- QUESTIONABLE ON HOW HE FILLS TIME DURING SLOW TIMES.

INTERPERSONAL

Task/Item	Rating	Comments
Is attentive to others. Consults and collaborates with others as required. Addresses and resolves conflict onstructively. Uses appropriate humour and avoids hurtful gossip.	E	

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
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Task/Item	Rating	Comments
Calms irate clients and uses tact when dealing with same.	A	- GOOD PEOPLE SKILLS.
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.	E	- VERY GOOD.
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	

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
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Task/Item	Rating	Comments
Attends regularly and punctually at the office (s), meetings, client appointments, community meetings, etc.	A	- NOT SURE, CAN'T ^{OR DIFFICULT} OBSERVE THIS.
Ensures office security at all times, and client confidentiality.	A	- FOR POLICY RE: CONFIDENTIALITY.

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.	E	
Maintains a regular flow of work without undue delay and the need for reminders.	A	- NOT SURE, SEE ABOVE
Work hours are used productively.	A	SUPRA

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Task/Item	Rating	Comments
Brings enthusiasm to his/her work.	A E	

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	→ Jenson's limited time here has not given him the opportunity as yet make suggestions, But, I expect he would.

JOB KNOWLEDGE

Task/Item	Rating	Comments
Knows the Corporation's goals, Board policies, office practices and procedures, and job responsibilities.	A	

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Task/Item	Rating	Comments
Possesses professional or technical knowledge and skills required in the position.	E	- VERY GOOD SENSE OF PEOPLE, TACTFUL,
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/F	- USE OF COMPUTER COULD BE IMPROVED. (PARTLY NAWSE'S FAULT - TRAINING) TO BE PROVIDED

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. Collects and analyses data logically. Consults with others and refers to others appropriately. Develops and implements sound and timely solutions.	A	- WILL LIKELY IMPROVE AS CONFIDENCE BUILDS THROUGH WORK.

TIME MANAGEMENT

Task/Item	Rating	Comments
Understands the importance of using work time effectively and productively.	A	

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
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Task/Item	Rating	Comments
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	→ NONE ESTABLISHED AS OF YET.
Assists in the development of Corporation's goals, including accurately completing the report to the Board.	A	
Has met or exceeded goals agreed to by the Corporation and program overall, and assigned to him/her.	A	


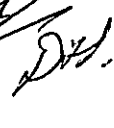
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EVALUATION FORM

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.	A	

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM

GOALS & OBJECTIVES STATEMENT

Development Desired	Plan for Development (Include Timelines)
<p>↳ BECOME MORE COMPUTER LITERATE</p>	<p>- TRAINING IN THIS REGARD TO BE PROVIDED.</p>
<p>↳ 1/4TH COMMUNITY STATUS REPORTS</p>	<p>- TO BE COMPLETED QUARTERLY.</p>
<p>↳ NEEDS FOR PROVIDE DRAFT COPIES OF CORRESPONDANCE BEFORE IT GOES OUT.</p>	<p>→ i.e. REPORT LOSS LETTER RE: NORTH SPIRIT ENRICH REFERRAL   WE DID TALK ABOUT IT ON PHONE & I DID REVIEW IT.</p>
<p>↳ SHOULD PLAN A BIT BETTER</p>	<p>→ SHALL PUT A WORKPLAN TOGETHER FOR COMING MONTHS (i.e. COURTS, COMMUNITY VISITS & →) WHAT HE PLANS TO ACCOMPLISH YET. (CIRCL, TRAINING, PR, ETC.)</p>

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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

- ↳ Very good people skills. Very sensitive to each participant's needs involved in circles.
- ↳ Excellent initiative to learn & very open to new ideas or suggestions.
- ↳ Computer skills to be worked on.
- ↳ Updates re: circles & community status should be done more frequently.
- ↳ Anticipate confidence to build as time continues.

RECOMMEND: CONTINUATION OF EMPLOYMENT & PROBATION CEASE.

Reviewer's Signature

Date

Paul E. J...

November 17th 2004

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EVALUATION FORM

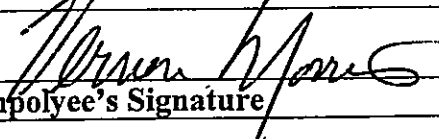
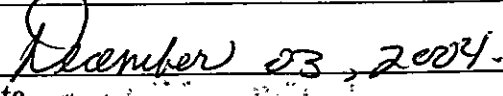
PERFORMANCE REVIEW FORM

COMMENTS

We have both read the summary of the Personnel Evaluation and the Goals Statement and it accurately reflects our review.

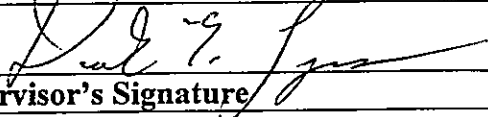
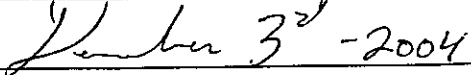
Employee's Comments

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Employee's Signature	Date

Supervisor's Comments

[Empty space for Supervisor's Comments]

	
Supervisor's Signature	Date

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION EVALUATION FORM

Restorative Justice Worker

Name of Employee Being Reviewed:	Vernon Morris
Job Title:	Restorative Justice Worker Zone 3 West.
Employed Since:	July 19, 2004.
Direct Supervisor:	Derek E. Lyons, R.J.C.
Last Review Date:	
Date of This Review:	
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

PART I

Task/Item	Rating	Comments
Information gathering, interview skills, professionalism	A/I	Taking into consideration, that I've only been employed in this work capacity for three and one half months. I feel very confident when performing the basic functions of this job and realize that there is always room for improvement.

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION EVALUATION FORM

Task/Item	Rating	Comments
Identifies issues to be resolved	A.	<i>I feel that I have a good understanding of the issues presented to me on the files that I've received to-date.</i>
Complete training in facilitation of Community Accountability Conferencing (CAC).	N/A.	<i>I have not attended any training to-date.</i>
Exercises judgement in deciding who to refer client to, seeks advice from supervising lawyer(s) when appropriate	A.	<i>I consult my supervisor regularly</i>
Assesses and refers matters when such matters require legal services beyond restorative justice program	N/A.	<i>I have not come across this type of situation yet.</i>
Ensures client understands advice and direction given	E.	<i>In both languages English/Ojibway.</i>

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION EVALUATION FORM

Task/Item	Rating	Comments
Completes and documents contacts, accurately and completely	A.	
Exercises good judgement	E.	
Keeps abreast of changes in the law that impact the restorative justice program.	A/I	
Visit the communities to determine their level of progress in CAC and hold community meetings to educate and to determine needs and wishes.	A.	
Liaise with court, police, judges, and probation officers to arrange for mechanism to divert charges to CAC.	A.	<i>I feel confident in speaking to any of the facilitators and contact persons whenever the opportunity arises.</i>

NISINAWBE-ASKI LEGAL SERVICES CORPORATION EVALUATION FORM

Task/Item	Rating	Comments
Visit each community twice monthly and conduct at least <u>one</u> CAC per visit as resources tolerate.	A/I.	There are a number of factors that need to be considered. Travel budgets / Restorative Justice ^{program} exposure etc. etc.
Provide resources for Community Justice Circles and support those who wish to conduct their own CA Conferences.	A/I.	I have provided Sandy Lake FN's with material on C.A.C.C. procedure to complement their processes and procedures when conducting CACCS for their program clients.
Maintain records of conferences and provide timely follow-up reports and final reports once agreements are completed.	E.	Within the specified timeframes.
Provide database spreadsheet information on a monthly basis.	N/A.	I have not been requested to do so yet. I have very limited computer experience.
Obtain qualitative community evaluation of services and provides findings to the Restorative Justice Coordinator on a monthly basis.	A/I.	

**NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM**

Task/Item	Rating	Comments
Attend Courts as they occur to liaise with Crown, Police, Probation Officers, and Justice Committees to arrange conferences.	A.	as per. monthly court schedule.
Hold community meetings to educate them in diversion and to determine needs and wishes on a bi-monthly basis.	A/I	I have spoken to the Band Councils of the communities I have visited but have yet to hold a community meeting on on any one of my visits.
Submit monthly database and quantitative evaluation reports.	A/I.	I submit activity reports monthly, client statistical reports and case supplemental reports.
Perform other related duties as required in furtherance of the mandate of the Corporation.	A	I am prepared to do what is possible to promote this mandate.

**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. 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.	A.	
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.	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.	E	
Responds quickly to client telephone messages or other inquiries.	E	
Communicates effectively with community groups and representatives ensuring that the Corporation'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 and others jobs to the organization.	A.	

**NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM**

Task/Item	Rating	Comments
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	
Volunteers and makes useful contributions in meetings and committees.	A	
Honours the ground rules for working in a productive and caring manner.	E	

INTERPERSONAL

Task/Item	Rating	Comments
Is attentive to others' concerns and collaborates with others as required. Addresses and resolves conflict onstructively. Uses appropriate humour and avoids hurtful gossip.	A.	

**NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM**

Task/Item	Rating	Comments
Calms irate clients and uses tact when dealing with same.	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.	A	
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.	E	

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION EVALUATION FORM

Task/Item	Rating	Comments
Attends regularly and punctually at the office (s), meetings, client appointments, community meetings, etc.	A	
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	
Work hours are used productively.	E	

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

JOB KNOWLEDGE

Task/Item	Rating	Comments
Knows the Corporation's goals, Board policies, office practices and procedures, and job responsibilities.	A	

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION EVALUATION FORM

Task/Item	Rating	Comments
Possesses professional or technical knowledge and skills required in the position.	A/I	
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/I	

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. Collects and analyses data logically. 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	

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION EVALUATION FORM

Task/Item	Rating	Comments
Makes appropriate priorities between work tasks.	A	
Delegates as appropriate.	A/I	

GOALS & OBJECTIVES

Task/Item	Rating	Comments
Has met or exceeded the performance goals agreed to during the last evaluation, (detail if appropriate)	N/A.	First evaluation .
Assists in the development of Corporation's goals, including accurately completing the report to the Board.	N/A.	management's responsibility, would assist if asked .
Has met or exceeded goals agreed to by the Corporation and program overall, and assigned to him/her	A/I	

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
EVALUATION FORM

TRAINING

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

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION EVALUATION FORM

GOALS & OBJECTIVES STATEMENT

Development Desired	Plan for Development (Include Timelines)
<i>Computer skills training</i>	<i>Enroll in a computer skills training course as soon as possible.</i>
<i>Restorative Justice work legal issues training.</i>	<i>Work in conjunction with management to identify training opportunities.</i>
<i>Mediation skills training</i>	<i>Work in conjunction with management to identify training opportunities.</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	
Employee's Signature	Date

Supervisor's Comments	
Supervisor's Signature	Date



Nishnawbe-Aski Legal Services Corporation

Vernon Morris
 Restorative Justice
 Worker
 Phone:
 807-737-4273
 Toll-free:
 1-866-266-5606
 Fax:
 807-737-7297

To: NALSC Thunder Bay From: Vernon Morris

At: Devek-E. Lyons Pages: 18

Fax: (807) 622 3024 Date: Nov 23/04

Re: Evaluation

- Urgent
- For Review
- Please Comment
- Please Reply
- Mail Copy to Follow

● Comments:

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