

Nishnawbe-Aski Legal Services Corporation

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November 30, 2023

Stallone Quequish
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Sioux Lookout, ON P8T 1H5

Mailing Address:

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Head Office:

138B Fort William Rd. Fort
William First Nation, ON P7J
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RE: Salary adjustment

Dear Stallone:

We are pleased to inform you that you have successfully completed your annual performance review and have been recommended for a salary increase. Effective Monday, December 4, 2023, your new annual salary will be **\$80,636**.

Congratulations and we look forward to your future success in your role as Manager of Youth Services.

Sincerely,

Colette Shwetz
HR Manager

Cc: Finance Department



MANAGER OF YOUTH SERVICES

Employee Performance Review

EMPLOYEE INFORMATION

Name *Stallene Quequish*
Job Title *W Manager*
Department *Justice*
Review Period *Nov 26/22 - Nov 26/23*

Employee ID
Date *Nov 29/23*
Manager *Chantille Inoa*

RATINGS

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

Job Knowledge

1 2 3 4 5

Comments

great understanding of your workers.

Work Quality

1 2 3 4 5

Comments

over & above extra task.

Attendance/Punctuality

1 2 3 4 5

Comments

Initiative

1 2 3 4 5

Comments

reach out to probation expand. 41-

Communication/Listening Skills

1 2 3 4 5

Comments

Great. ensure all are checked.

Dependability

1 2 3 4 5

Comments

Overall Rating (average the rating numbers above)

EVALUATION

ADDITIONAL COMMENTS

GOALS

(as agreed upon by employee and manager)

*Management Courses. Leadership
Next Wage Category.*

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

[Signature]

Date

Nov 29, 2023

Manager Signature

[Signature]

Date

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

Date:	Name of employee:	Name of supervisor:
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Employee's main goals for this year:

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How progress towards the goals will be measured:

Next meeting date:

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Self-Evaluation Form

Employee Name: <u>STALLONE OUEQUISH</u>	Job Title: <u>Youth Services Manager</u>
Date: <u>NOV 29, 2023</u>	

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?

- Keeping our team well informed in updates & objectives
- meeting deadlines in needed areas. (stats, reports, etc)
- Being ~~dependable~~ reliable and resourceful when workers need assistance
- ensure funding is spent efficiently & effectively in assigned ~~communities~~ communities.

2. What do you see as your greatest accomplishment or successful efforts since the beginning of your employment with Nishnawbe-Aski Legal Services Corporation?

Bringing the Community Learning Hub up to date in offline technology. Getting away from needed internet connections to host Hub sessions by replacing with macbooks, iPads with program content pre-installed.

3. In what area or areas would you like to gain more experience, training or education?

- More training in management areas.
- Time ~~management~~ management, some leadership courses,

4. What activities or trainings have you participated in to develop yourself professionally?

In the past, I have taken a Train the Trainer course that I have used to my knowledge when working with the crew. I obtained the certificate while ~~at another~~ ^{at another} job but used the training while working here ~~at~~ at Nan legal.

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

- Ask more questions when unsure about some assignments
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6. What are your primary *goals and objectives* for your position and program as a Youth Services ~~Manager~~ worker?

- Utilizing Community Youth Intervention ~~at~~ ^{to} its fullest potential. Being there for the workers when they need help so we can all bring the program to its success. Being a resourceful need for all communities we can assist.

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

- Nothing in particular but I am willing attend and participate in any courses & training that are offered.

8. Other Comments:

It's been a good run as a team lead & manager. I have enjoyed being in this position and looking forward to the future here at Nan Legal.