

POSITION TITLE
Employee Performance Review



EMPLOYEE INFORMATION	
Name Doreen Stone	Employee ID
Job Title Manager of Legal Aid	Date June 13, 2024
Department LEGAL AID	Manager Renzo Caron
Review Period December 3, 2023 to June 13, 2024	

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	Excellent knowledge of the job duties. Able to work independently and handle tasks with ease.					
Work Quality		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments	I give 100% effort on my daily tasks and following on staff and providing direction. I am approachable and enjoy my job.					
Attendance/Punctuality		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments	I have excellent attendance and I provide notice when I will be away. I am available to staff early hours and after hours.					
Initiative		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments	I take initiative if a task needs immediate attention. I will seek authorization and direction on how to proceed.					
Communication/Listening Skills		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments	I communicate to the Directors via email providing updates on meetings. I am in daily contact with staff.					
Dependability		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments	I feel I am dependable and willing to assist all staff on any issue.					
Overall Rating (average the rating numbers above)		3.0				

EVALUATION	
ADDITIONAL COMMENTS	I have enjoyed learning and working as a Team Player with the Upper Management of NALSC. I feel have been providing excellent leadership skills and direction to the staff in the LAO Department.
GOALS (as agreed upon by employee and manager)	To take more management training to be a more effective Team Player

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>Doreen Stone</i>	Date <i>June 13, 2024</i>
Manager Signature <i>[Signature]</i>	Date <i>13-JUNE-24</i>

INSTRUCTIONS:

Listed below are a number of characteristics important in any organization. Please place an 'X' in brackets beside the descriptive phrase that most nearly describes the person.

Two common mistakes in ratings are:

- (1) a tendency to rate everyone as 'average' on every trait instead of being more critical in judgment and
- (2) the 'halo effect', for example, a tendency to rate the same individual excellent or poor on every trait based on the overall impression one has of the person being rated.

Each person has strong points and weak points and these should be indicated on the rating scale.

PERFORMANCE EVALUATION **PAGE 1**

5= Excellent 4= Very Good 3= Good 2= Fair 1= Poor 0= Unsatisfactory

Employee Name	Job Title	Evaluation Date
DORCEEN STONE	ASSISTANT RSW	AUG 21 - 2001
Supervisor's Name	Supervisor's Title	
Celina Reithberger	RSW COORDINATOR	

PART A: QUALITY OF WORK

The correctness of work duties performed under normal conditions.

<input type="checkbox"/>	makes a variety of errors on a frequent basis.
<input type="checkbox"/>	duties still performed inconsistently.
<input checked="" type="checkbox"/>	usually accurate - makes only an acceptable number of mistakes.
<input type="checkbox"/>	exceptionally accurate - is exact and precise.

Comments: work is consistant. go back and corrects mistakes if need be.

4/5

PART B: QUANTITY OF WORK

The amount of work an individual does in a day under normal conditions.

<input type="checkbox"/>	does not meet minimum requirements.
<input type="checkbox"/>	does just enough to get by.
<input type="checkbox"/>	volume of work is satisfactory.
<input checked="" type="checkbox"/>	very industrious - does more than is required.

Comments: very good, no issues here.

5/5

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

PERFORMANCE EVALUATION

PAGE 2

5= Excellent 4= Very Good 3= Good 2= Fair 1= Poor 0= Unsatisfactory

PART C: JOB KNOWLEDGE

The information concerning work duties that an individual must possess for satisfactory job performance.

- inadequate knowledge of current job duties.
- lacks knowledge of some job duties.
- demonstrates a basic understanding of all duties.
- knowledge thorough enough to perform without assistance.

Comments:

*very good in this area.
Data base computer training.*

5/5

PART D: CO-OPERATION (with Supervisor)

An individual's willingness to accept direction.

- resents receiving direction and demonstrates resentment in some manner.
- accepts direction but unwillingly.
- willingly accepts direction.

Comments: *no issues here, good team player.*

5/5

PART E: CO-OPERATION (with Co-workers)

Has a willingness to voluntarily assist fellow employees in completing a given task.

- rarely will give voluntary assistance to fellow employees.
- occasionally will give voluntary assistance to fellow employees.
- when able, has demonstrated a willingness to assist fellow employees.

Comments:

again, gets along with other staff. Wants to be updated on the issues of legal aid. i.e. clinic lawyer on panel list for duty counsel assist at NAW legal legal.

5/5

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

PERFORMANCE EVALUATION

PAGE 3

5= Excellent 4= Very Good 3= Good 2= Fair 1= Poor 0= Unsatisfactory

PART F: JUDGMENT

The ability to make correct decisions under any circumstances.

frequently makes incorrect decisions.

has some problems making correct decisions.

most decisions are correct.

rarely makes incorrect decisions.

Comments: makes good judgement calls and corrects herself when making a bad call.

4/5

PART G: ATTENDANCE

Consistently comes to work daily and conforms to hours of work.

lax in attendance and/or reporting to work on time.

usually present and on time.

very prompt - regular in attendance.

Comments: no issues here - usually here on a regular basis - no problems here.

5/5

Please indicate any problem areas that exist and recommend the corrective action to be taken.

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

PERFORMANCE EVALUATION

PAGE 4

5= Excellent 4= Very Good 3= Good 2= Fair 1= Poor 0= Unsatisfactory

FINAL REVIEW OF PERFORMANCE NARRATIVE

Date	Name	Job Title
Aug 21 - 2001	Doreen Stone	Assistant to RTW Coordinator
Date Started		

EMPLOYEE COMMENTS

Doreen's mind working late at the office as long as she is notified, to make arrangements with baby-sitter.

TOTAL

135

APPROVALS

Prepared By	Title	Date
Celia Echum Celia Reitberger IVAN ISERHOFF	Board member RTW coordinator PLE coordinator	Aug 21 - 2001
Reviewed By	Title	Date
Employee's Signature		Date

Employee's signature does not necessarily constitute agreement with this evaluation.

INSTRUCTIONS:

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- (2) the 'halo effect', for example, a tendency to rate the same individual excellent or poor on every trait based on the overall impression one has of the person being rated.

Each person has strong points and weak points and these should be indicated on the rating scale.

PERFORMANCE EVALUATION **PAGE 1**

5= Excellent 4= Very Good 3= Good 2= Fair 1= Poor 0= Unsatisfactory

Employee Name	Job Title	Evaluation Date
Doreen Stone	Restorative Justice Coord.	Aug. 21 / 01
Supervisor's Name	Supervisor's Title	
Celina Reitberger	Rest. Justice Coord / Acting Exec Dir	

PART A: QUALITY OF WORK

The correctness of work duties performed under normal conditions.

- makes a variety of errors on a frequent basis.
- duties still performed inconsistently.
- usually accurate – makes only an acceptable number of mistakes.
- exceptionally accurate – is exact and precise.

Comments: - goes back + corrects mistakes

4 / 5

PART B: QUANTITY OF WORK

The amount of work an individual does in a day under normal conditions.

- does not meet minimum requirements.
- does just enough to get by.
- volume of work is satisfactory.
- very industrious – does more than is required.

Comments:

4.5 / 5

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

PERFORMANCE EVALUATION

PAGE 2

5= Excellent 4= Very Good 3= Good 2= Fair 1= Poor 0= Unsatisfactory

PART C: JOB KNOWLEDGE →

The information concerning work duties that an individual must possess for satisfactory job performance.

- inadequate knowledge of current job duties.
- lacks knowledge of some job duties.
- demonstrates a basic understanding of all duties.
- knowledge thorough enough to perform without assistance.

Comments: *is a self-starter -
data base - more training*

4/5

PART D: CO-OPERATION (with Supervisor)

An individual's willingness to accept direction.

- resents receiving direction and demonstrates resentment in some manner.
- accepts direction but unwillingly.
- willingly accepts direction.

Comments: *- works well with all the supervisors.*

4.5/5

PART E: CO-OPERATION (with Co-workers)

Has a willingness to voluntarily assist fellow employees in completing a given task.

- rarely will give voluntary assistance to fellow employees.
- occasionally will give voluntary assistance to fellow employees.
- when able, has demonstrated a willingness to assist fellow employees.

Comments: *needs update on legal aid -
what's going on -
- list of lawyers to contact when
staff not available.*

4/5

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

PERFORMANCE EVALUATION

PAGE 3

5= Excellent 4= Very Good 3= Good 2= Fair 1= Poor 0= Unsatisfactory

PART F: JUDGMENT

The ability to make correct decisions under any circumstances.

- frequently makes incorrect decisions.
- has some problems making correct decisions.
- most decisions are correct.
- rarely makes incorrect decisions.

Comments:

4/5

PART G: ATTENDANCE

Consistently comes to work daily and conforms to hours of work.

- lax in attendance and/or reporting to work on time.
- usually present and on time.
- very prompt - regular in attendance.

Comments: - except when injured
- doesn't mind working late as long as given some notice

4/5

Please indicate any problem areas that exist and recommend the corrective action to be taken.

- data base training
- update for legal aid

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- (2) the 'halo effect', for example, a tendency to rate the same individual excellent or poor on every trait based on the overall impression one has of the person being rated.

Each person has strong points and weak points and these should be indicated on the rating scale.

PERFORMANCE EVALUATION **PAGE 1**

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Employee Name	Job Title	Evaluation Date
Doreen Stone	RTW Assistant	Aug 21, 2001
Supervisor's Name	Supervisor's Title	

PART A: QUALITY OF WORK

The correctness of work duties performed under normal conditions.

	makes a variety of errors on a frequent basis.
	duties still performed inconsistently.
<input checked="" type="checkbox"/>	usually accurate – makes only an acceptable number of mistakes.
	exceptionally accurate – is exact and precise.
Comments:	go back & correct mistakes.
	4/5

PART B: QUANTITY OF WORK

The amount of work an individual does in a day under normal conditions.

	does not meet minimum requirements.
	does just enough to get by.
	volume of work is satisfactory.
<input checked="" type="checkbox"/>	very industrious – does more than is required.
Comments:	when I do I ask for assistance.
	4/5

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

PERFORMANCE EVALUATION

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PART C: JOB KNOWLEDGE

The information concerning work duties that an individual must possess for satisfactory job performance.

inadequate knowledge of current job duties.

lacks knowledge of some job duties.

demonstrates a basic understanding of all duties.

knowledge thorough enough to perform without assistance.

Comments: *more training in database. Currently the one I have does it meet the requirements?*

Was contacted someone to update (Craig Toiset)

4/5

PART D: CO-OPERATION (with Supervisor)

An individual's willingness to accept direction.

resents receiving direction and demonstrates resentment in some manner.

accepts direction but unwillingly.

willingly accepts direction.

Comments: *Work well with all supervisors'*

/5

PART E: CO-OPERATION (with Co-workers)

Has a willingness to voluntarily assist fellow employees in completing a given task.

rarely will give voluntary assistance to fellow employees.

occasionally will give voluntary assistance to fellow employees.

when able, has demonstrated a willingness to assist fellow employees.

Comments: *updates on legal aid
identify lawyers / background.*

3/5

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

PERFORMANCE EVALUATION

PAGE 3

5= Excellent 4= Very Good 3= Good 2= Fair 1= Poor 0= Unsatisfactory

PART F: JUDGMENT

The ability to make correct decisions under any circumstances.

- frequently makes incorrect decisions.
- has some problems making correct decisions.
- most decisions are correct.
- rarely makes incorrect decisions.

Comments:

Very honest with self/others

4 /5

PART G: ATTENDANCE

Consistently comes to work daily and conforms to hours of work.

- lax in attendance and/or reporting to work on time.
- usually present and on time. *2*
- very prompt - regular in attendance.

Comments:

Regular in attendance

4 /5

Please indicate any problem areas that exist and recommend the corrective action to be taken.

I don't mind working late as long as I know ahead of time then I can appropriate arrangements

- Self starter

Power

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EVALUATION FORM

LAO Assessment Officer

Name of Employee Being Reviewed:	Doreen Stone
Job Title:	Legal Aid Assessment Officer
Employed Since:	2002
Direct Supervisor:	Mary Jean Robinson / Heather Baillie
Last Review Date:	
Date of This Review:	May 2/05
Name of Reviewer(s):	EJB, MJK, HB

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
Determine applicant's legal eligibility for legal aid, following guidelines set out in the procedures manual and specified by the Area Director.	A	Can be a difficult part of the job. ie. definit of assets. Always room to become more proficient. PeopleSoft is
Analyze financial eligibility for legal aid, based on understanding of the applicant's financial records and LAO's policies and procedures relating to financial eligibility.	A	still hard to work with. Heather will review before sent to client.
Complete required information on application forms and generate necessary	A	

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EVALUATION FORM

Task/Item	Rating	Comments
documents in accordance with office procedures and standard formats.		
Review opinion letters and other relevant application material, as input for making eligibility decisions.	A	
Respond to inquiries from members of the legal profession and the public to provide information regarding area processes, procedures and Legal Aid decisions.	A	
Clarify status of specific legal aid files, in response to telephone inquiries from clients and lawyers.	A E	

CASE ADMINISTRATION

Task/Item	Rating	Comments
Maintain knowledge of legal aid application processing rules and procedures, and legal terminology by attending LAO seminars and workshops and reading memoranda circulated.	A	
Maintain knowledge of on-line data processing procedures for applicant data.	A	
Monitor applicant and certificate holder status to ensure accurate eligibility records.	A	
Interview applicants to obtain legal and financial information.	A	
Enter applicant information in the SES system.	A	The problem is w/ the program/system. Should read PeopleSoft, we don't use SES anymore
Review opinion letters and other relevant application material, as input for making eligibility decisions.	A	Repetitive, same question asked in section above
Contact family members to explain legal aid process and acquire applicant legal and financial information, for YO applicants or where language is a barrier	A	
Determine applicant's legal eligibility for legal aid, following guidelines set out in the procedures manual and specified by the Area Director.	A	
Analyze financial eligibility for legal aid, based on understanding of the applicant's financial records and LAO's policies and procedures relating to financial eligibility.	A	

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EVALUATION FORM

Task/Item	Rating	Comments
Authorize amendments within proscribed area office guidelines on behalf of the Area Director.	A	
Investigate applicant's information and financial statements, as follow up to financial assessment.	A	
Report results of investigation of applicant's information and financial statements to the Investigation Department ^{legal aid coordinator} → Area Director.	A	
Recommend whether a legal aid certificate should or should not be issued based on knowledge of the applicant's financial assessment and LAO eligibility policies, or whether a payment agreement is required.	A	
Decide if legal certificate should be issued free of charge with payment agreement.	A	
Calculate amount of payment agreement given circumstances faced by applicant and existing legal aid precedents.	A-I	Would like more training in this area of PeopleSoft . Program is a problems, should be fixed.
Issue payment agreements based on established guidelines.	A	
Explain to applicants that they have been refused or that they don't meet priority guidelines established.	A	

APPLICATION ADMINISTRATION

Task/Item	Rating	Comments
Complete required information on application forms.	A E	
Update files to ensure that charge screening forms and other relevant documentation is included.	A	
Generate certificates in accordance with office procedures and standard formats.	A	
Collect information to determine the ongoing status of outstanding certificates.	A E	
Record receipt of client payments and lien pay-outs according to standard office procedures.	A-I	Again more training on this aspect of PeopleSoft, do not have the deposit program on my computer only the AOA has this access
Submit files and appropriate documentation to Area Office staff for processing.	A	

Forward

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EVALUATION FORM

ADMINISTRATIVE SUPPORT

Task/Item	Rating	Comments
Refer applicants to seek other legal and/or government services, including the lawyer referral service, legal clinics, and duty counsel, where warranted.	A	
Clarify status of specific legal aid files, in response to telephone inquiries from clients and lawyers.	A	

FORMS PROCESSING

Task/Item	Rating	Comments
Contact lawyers for processing of non-residence files.	A	Doesn't really do it ✓
Type client related forms and certificates required for processing.	A	
<i>Assist in</i> Distribute information to lawyers and applicants to provide information regarding area office processes.	A	

OFFICE ADMINISTRATION

Task/Item	Rating	Comments
Respond to inquiries from members of the legal profession and the public to provide information regarding area processes, procedures and Legal Aid decisions.	A	
Arrange Area Committee meetings ensuring that appropriate equipment and facilities are booked.	NA	We do not have our own AC, we refer all matter to the AO-40 Office to be dealt with
Provide reception and front counter relief to ensure continuous coverage during business hours.	NA	Not part of my duties, but will answer phone if no one is available for brief time periods.

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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 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 E	
Written communication is clear, concise, organized and persuasive. Plain language is used.	A 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 E	
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 contact.	A E	

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EVALUATION FORM

Task/Item	Rating	Comments
Communicates effectively with community groups and representatives ensuring that the clinic's reputation is upheld and enhanced.	A	
Complies with Board policies regarding media and other contact.	A	

TEAM PLAYER

Task/Item	Rating	Comments
Understands the importance of his/her own and others jobs to the organization.	A	
Assists others during peak load times.	A 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.	A	
Volunteers and makes useful contributions in meetings and committees.	A	
Honours the ground rules for working in a productive and caring manner.	A E	

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.	A	
Calms irate clients.	A	
Demonstrates the ability to motivate others.	A	

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EVALUATION FORM

DEPENDABILITY AND FOLLOW-THROUGH

Task/Item	Rating	Comments
Responds promptly and responsibly to supervisors 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.	A	
Attends regularly and punctually at the office (s), meetings, client appointments, community meetings, etc.	A	
Ensures office security at all times, and client confidentiality.	A	

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

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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} clinic's goals, Board policies, office practices and procedures, and job responsibilities.	A	
Possesses professional or technical knowledge and skills required in the position.	A	<p>Would like a clear direction on charges as they relate to Crown Screening Forms, ie. what charges can go through without CSF vs those that require a CSF for assessment</p> <p>Maybe an issue of exercising discretion - knowing when to exercise it.</p> <p>PeopleSoft training.</p>
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	

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	

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TIME MANAGEMENT

Task/Item	Rating	Comments
Understands the importance of using work time effectively and productively.	A	
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)	A	First evaluation in this position.
Assists in the development of clinic's goals, including accurately completing the report to the Board and CFS.	A	
Has met or exceeded goals agreed to by the clinic staff overall, and assigned to him/her.	A	

TRAINING

Task/Item	Rating	Comments
Undertakes, willingly, all training opportunities, and implements new skills and knowledge appropriately.	A	
Identifies new training opportunities needed, and develops an action plan.	A	
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.	NA	We don't have an Eastern Clinic study group
Communicates effectively to coworkers the outcome of study group meetings. Circulates minutes or other appropriate	A	

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EVALUATION FORM

Task/Item	Rating	Comments
materials as appropriate. Ensures advancement of poverty law Interests through study group.		

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GOALS & OBJECTIVES STATEMENT

Development Desired	Plan for Development (Include Timelines)
PeopleSoft Training specifically in the area of Financial Re-Assessments and Payment Agreement section of Peoplesoft	If training is agreeable by LAO Toronto will participate by end of summer or early fall.
<i>Possibly more advanced word etc... training.</i>	<i>When available.</i>

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EVALUATION FORM

PERFORMANCE REVIEW SUMMARY

Supervisor's Summary

Doreen is an excellent + enthusiastic employee, who occasionally taking on more than she should have to, but hopefully with the new assistant, this should be reduced.

Excellent interpersonal skills w co-workers.
Needs to seek help in areas of uncertainty in the People Soft program. Don't guess.

Reviewer's Signature

Date

Heather Baultie, LAO Coordinator

May 2/05

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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

I don't know if I am supposed to put my comments in prior to my evaluation or after evaluation has been completed. It is unclear in how to complete the review process.

Pleased with the evaluation overall. Likes working at MALSC.

D. Greenstone

May 2/05

Employee's Signature

Date

Executive Director's

Supervisor's Comments

Find Doreen to be a pleasant, cheerful. Work well with others. keep up the good work!

E. Bass

Apr May 2/05

Supervisor's Signature

Date