

Self-Evaluation Form

Employee Name: Tara Thompson	Job Title: Financial Controller
Date: October 10/22	Last Evaluation: 2021-11-18

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?

-Payroll

-Pension

-Government Documentation

-Budgets

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

-Catching up the corporation on all payables, pension, HST, and office space on the reserve.

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

-Adagio training when it arises again

-Management training and skills

-Self care

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

-Cinup conference to get more knowledge in the pension portion of the finances.

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

-Screen calls/emails until I have completed the task at hand.

-Hire another worker to help with travel claims/arrangements/and expenses that have been arising.

6. What are your primary *goals and objectives for your position and program as a*
_____?

-To run the corporation smoothly financially

-to make sure I am following all policies that have been put in place by our leaders

-following all audit procedures to make sure we follow all contracts from the government organizations we work with.

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

- a) board training
- b) management training
- c) adagio training
- d) conflict management
- e) email etiquette

8. Other Comments:

-Management training is super important as we have lost a lot of processes during covid and we need to get back on track and have everyone following the policies in unity.