



# TALKING TOGETHER

Employee Performance Review

## EMPLOYEE INFORMATION

Name	Carol Kakegabon	Employee ID	
Job Title	J.T. Manager.	Date	Oct 14/14
Department		Manager	Celina Reitberger Mary Bird.
Review Period	Oct 22/13 to Oct 14/14		

## RATINGS

	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
<b>Job Knowledge</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments					
<b>Work Quality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments	; lawyers, judges - talk to Joyce Elder + Joyce Pelletier				
<b>Attendance/Punctuality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments	- <del>had</del> give a heads up on appointments.				
<b>Initiative</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments	CCCN + Treaty #3. - proposal for capacity bldg.				
<b>Communication/Listening Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments					
<b>Dependability</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments					
<b>Overall Rating</b> (average the rating numbers above)					

## EVALUATION

ADDITIONAL COMMENTS : Management Training - Leadership

ongoing. - follow up deficit / extra money / proposals (with Chad Turner),

GOALS (as agreed upon by employee and manager)

- ~~nearest~~ <sup>in the west</sup> need to separate ourselves from Trk.

- our process must respect the cultural practices of the <sup>more</sup> western communities - presentations to community

develop a 'Know Your Rights' card.

## 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>Carol Kakegabon</i>	Date	Oct 14/14
Manager Signature	<i>Celina Reitberger</i> <i>Mary Bird</i>	Date	Oct 14/14 14 OCT 14

SCANNED



**TALKING TOGETHER**  
Employee Performance Review

**EMPLOYEE INFORMATION**

Name Carol Kakegabon Employee ID \_\_\_\_\_  
Job Title T.T. Facilitator *Manager* Date Oct 22/13  
Department \_\_\_\_\_ Manager C. Reiberger  
Review Period Oct 12/12 to Oct 22/13

**RATINGS**

	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
<b>Job Knowledge</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments	<u>Trauma training today.</u> ✓				
<b>Work Quality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments	<u>see workplan + goal.</u>				
<b>Attendance/Punctuality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments	<u>if I am late I always make up for it.</u>				
<b>Initiative</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments	<u>- need to move on from the resolutions implementation.</u> ✓				
<b>Communication/Listening Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments					
<b>Dependability</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments	<u>a team player - sit on NWTIS</u>				

**Overall Rating** (average the rating numbers above)

**EVALUATION**

ADDITIONAL COMMENTS - 1 day training in Toronto re CFS Act. (goal)  
+ then give training to your workers. ✓

SLAAMB - work with other dept's. ✓  
GOALS (as agreed upon by employee and manager)  
- goal to on workplan - program expansion (proposals)  
- goals re resolution implementation  
- go over Deloitte report + make comments  
- meet w. Jeff Warner to get more \$.  
- Doug to go to Fort Hope - meet w. Justice Committee.

**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 C. Kakegabon Date Oct 22/13  
Manager Signature Delina Reiberger Date Oct 22/13

SCANNED



# TALKING TOGETHER

Employee Performance Review

## EMPLOYEE INFORMATION

Name *Carol Kakegebon* Employee ID \_\_\_\_\_  
 Job Title *T.T. Facilitator* Date *Oct 22/13*  
 Department \_\_\_\_\_ Manager *Creitberger*  
 Review Period *Oct 12/12 to Oct 22/13*

## RATINGS

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

Job Knowledge                             

Comments *Trauma training today.*

Work Quality                             

Comments *see workplan + goal.*

Attendance/Punctuality                             

Comments *if I am late I always make up for it.*

Initiative                             

Comments *- need to move on promoting the resolutions implementation.*

Communication/Listening Skills                             

Comments

Dependability                             

Comments *a team player - sit on NWTS*

Overall Rating (average the rating numbers above)

## EVALUATION

ADDITIONAL COMMENTS *- 1 day training in Toronto re CFC Act. (goal)  
 + then give training to your workers.*

*SLAAMB - work with other dept's.*

### GOALS

(as agreed upon by employee and manager)

- goal to on workplan - program expansion (proposals)
- goals re resolution implementation
- go over Deloitte report + make comments
- meet w. Jeff Warner to get more \$.
- Doug to go to Fort Hope - meet w. Justice Committee.

## 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 *C Kakegebon* Date *Oct 22/13*

Manager Signature *Delina Kreitberger* Date *Oct 22/13*



**TALKING TOGETHER**  
Employee Performance Review

EMPLOYEE INFORMATION	
Name	CAROL KAKEGABON
Employee ID	
Job Title	TALKING TOGETHER PROGRAM
Date	OCT 9, 2012
Department	TALKING TOGETHER
Manager	CELINA REITSCHAGEN
Review Period	AUGUST NOVEMBER 2011 TO OCTOBER 2012

RATINGS	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
<b>Job Knowledge</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments	UPDATING FROM OTHER AGENCIES. JOINT TRAINING.				
<b>Work Quality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments	BRINGS LEVEL OF RESPECT TO PROGRAM.				
<b>Attendance/Punctuality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments	MANAGEMENT → SIGN IN SHEETS				
<b>Initiative</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments	EXCELLENT IDEAS & IMPLEMENTATION ADVISORY COMMITTEE WORKING WELL				
<b>Communication/Listening Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments	- VERY POSITIVE - WARM SUPPORTIVE				
<b>Dependability</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments					
<b>Overall Rating</b> (average the rating numbers above)					

EVALUATION	
ADDITIONAL COMMENTS	Excellent team player. Brings positive attitude to organization
GOALS (as agreed upon by employee and manager)	- SIGN IN SHEET TO IMPLEMENTED - NEW WORKPLAN 2012/13 - STAFF TO COMPLETE MEDIATION CERTIFICATION - ENSURE NEW STAFF COMMIT FOR TIME PERIOD

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	C. Kakegabon
Date	OCT 9/12
Manager Signature	
Date	



**TALKING TOGETHER**  
Employee Performance Review

EMPLOYEE INFORMATION	
Name	Carol Kakegabon
Job Title	Talking Together Manager
Department	T.T.
Review Period	Nov 2011 - Oct 2012
Employee ID	
Date	Oct 9/12
Manager	

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	ongoing re CFSA - through the agencies - take part in their training				
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments	Bringing a level of respect to the work.				
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments	sign in sheets in sub-offices				
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments					
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments	very supportive + easy to talk to				
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments					
<b>Overall Rating</b> (average the rating numbers above)					

EVALUATION	
ADDITIONAL COMMENTS	
GOALS (as agreed upon by employee and manager)	<ul style="list-style-type: none"> <li>- sign in sheet to be implemented</li> <li>- new workplan + goals 2012 + 13</li> <li>- Ont. Ch. Prot. Mediation - in the works (needs a cultural comp)</li> <li>- staff retention - how long willing to commit.</li> </ul>

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	Carol Kakegabon
Manager Signature	Celina Kuehner
Date	Oct 9/12
Date	Oct 9/12

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EVALUATION FORM

Task/Item	Rating	Comments
Brings enthusiasm to his/her work.	E	Demonstrates positive office and work ethic among peers

**INITIATIVE**

Task/Item	Rating	Comments
Identifies and takes on relevant and appropriate tasks when major responsibilities are completed.	E	Follows up on other tasks regularly when major tasks are complete.
Identifies and strives to solve problems and offers innovative suggestions for positive change.	E	Contributes to problem solving appropriately.

**JOB KNOWLEDGE**

Task/Item	Rating	Comments
Knows the Corporation's goals, Board policies, office practices and procedures, and job responsibilities.	E	Continues to grow in this area, but demonstrates practice of organization's goals + procedures

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EVALUATION FORM

Task/Item	Rating	Comments
Possesses professional or technical knowledge and skills required in the position.	E	<i>Has demonstrated technical knowledge but continues to learn new knowledges when required</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.	E	<i>Has a good understanding of office equipment and is familiar with office administrative regime.</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.	E	<i>When challenges arise she consults with supervisor and assists in developing and implementing appropriate solutions</i>

**TIME MANAGEMENT**

Task/Item	Rating	Comments
Understands the importance of using work time effectively and productively.	E	<i>Demonstrates professionalism in this area.</i>

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EVALUATION FORM

Task/Item	Rating	Comments
Makes appropriate priorities between work tasks.	E	Demonstrates the ability to focus on priorities and work tasks in her position.
Delegates as appropriate.	E	Demonstrates the ability to delegate tasks when position requires support.

**GOALS & OBJECTIVES**

Task/Item	Rating	Comments
Has met or exceeded the performance goals agreed to during the last evaluation, (detail if appropriate)		N/A hired August 24/09
Assists in the development of Corporation's goals, including accurately completing the report to the Board.		N/A
Has met or exceeded goals agreed to by the Corporation staff overall, and assigned to him/her.	E	Continues to demonstrate the ability to meet the Corporation staff overall.



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EVALUATION FORM

TRAINING

Task/Item	Rating	Comments
Undertakes, willingly, all training opportunities, and implements new skills and knowledge appropriately.	E	Shows initiative and participates in training where necessary and applies new knowledge to the job.
Identifies new training opportunities needed, and develops an action plan.	E	Continues to follow up on any new training opportunities.

EVALUATION FORM

GOALS & OBJECTIVES STATEMENT

Development Desired	Plan for Development (Include Timelines)
Continue with Mediation training	Fall 2009 Winter - 2010
Continue with traditional healing training	On going
Continue with other training pertaining to the position.	On going

EVALUATION FORM

Development Desired	Plan for Development (Include Timelines)

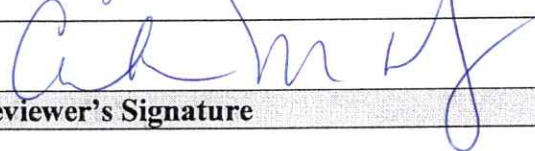
If you need more room, please attach.

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

PERFORMANCE REVIEW SUMMARY

Supervisor's Summary

Carol's performance is exceptional. She continues to be an active team player by assisting co-workers. As well she does ask for assistance regarding the c-w-matters. She has done a number of TT Circles on her own. She has also provided a TT workshop to Dilis. Carol has a good understanding of the TT program and contributes to the program in a very positive manner. Carol maintains a excellent work ethic and was able to partake in the province's Family Mediation training. To date she has completed Basis, Adv on a Domestic Violence Training.

Reviewer's Signature 	Date Jan 27/10
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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	
<p>To date I have learned a great deal and developed more skills in facilitating with families and agencies in regard to many family matters. It has been very rewarding to network with many organizations and agencies, in particular, the corporation. The support and team approach of the corporation has made my experience and transition to the position easier. I look forward to continued learning and engaging in the corporation's vision of the <i>Talking Together Program</i>.</p>	
Employee's Signature	Date
<i>Cowal Kakegator</i>	

Supervisor's Comments	
<p><i>Excellent work</i></p>	
Supervisor's Signature	Date
<i>Ark M Y.</i>	<i>Jan 27/10</i>



**TALKING TOGETHER**  
Employee Performance Review

EMPLOYEE INFORMATION	
Name	Carol Kakegabau
Employee ID	
Job Title	Talking Together Manager
Date	Oct 9/12
Department	T.I.
Manager	
Review Period	Nov 2011 - Oct 2012

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	ongoing re CFSA - through the agencies - take part in their training				
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments	Bringing a level of respect to the work.				
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments	sign in sheets in sub-offices				
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments					
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments	very supportive + easy to talk to				
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments					
Overall Rating (average the rating numbers above)					

EVALUATION	
ADDITIONAL COMMENTS	
GOALS (as agreed upon by employee and manager)	<ul style="list-style-type: none"> <li>- sign in sheet to be implemented</li> <li>- new workplan + goals 2012 + 13</li> <li>- Ont. Ch. Prot. Mediation - in the works (cultural camp)</li> <li>- staff retention - how long willing to commit</li> </ul>

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	Carol Kakegabau
Date	Oct 9/12
Manager Signature	Celine Kuehner
Date	Oct 9/12



**TALKING TOGETHER**  
Employee Performance Review

EMPLOYEE INFORMATION	
Name <i>CAROL KAKGABON</i>	Employee ID
Job Title <i>TALKING TOGETHER PROGRAM</i>	Date <i>OCT 9, 2012</i>
Department <i>TALKING TOGETHER</i>	Manager <i>CELINA REIBENGER</i>
Review Period <i>MARCH 11 - NOVEMBER 2011 TO OCTOBER 2012</i>	

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	<i>UPDATING FROM OTHER AGENCIES. JOINT TRAINING.</i>					
Work Quality		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments	<i>BRINGS LEVEL OF RESPECT TO PROGRAM.</i>					
Attendance/Punctuality		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments	<i>MANAGEMENT -&gt; SIGN IN SHEETS</i>					
Initiative		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments	<i>EXCELLENT IDEAS &amp; IMPLEMENTATION ADVISORY COMMITTEES WORKING WELL</i>					
Communication/Listening Skills		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments	<i>- VERY POSITIVE - WARM SUPPORTIVE</i>					
Dependability		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments						
Overall Rating (average the rating numbers above)						

EVALUATION	
ADDITIONAL COMMENTS	<i>Excellent team player. Brings positive attitude to organization</i>
GOALS <small>(as agreed upon by employee and manager)</small>	<i>- SIGN IN SHEET TO IMPLEMENTED - NEW WORKPLAN 2012/13 - STAFF TO COMPLETE MEDIATION CERTIFICATION - ENSURE NEW STAFF COMMIT FOR TIME PERIOD</i>

VERIFICATION OF REVIEW	
<i>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.</i>	
Employee Signature <i>Carol Kakgabon</i>	Date <i>OCT 9/12</i>
Manager Signature	Date

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

Start date  
Aug 12<sup>th</sup> 2011

GOALS & OBJECTIVES STATEMENT: CAROL KAKEGABON, TALKING TOGETHER/PROGRAM MANAGER  
EVALUATION DATE: November 15, 2011

Development Desired	Plan for Development	Timeline
<p>- get the database up and running</p>	<ul style="list-style-type: none"> <li>• oversee the process + make sure timelines followed</li> <li>- find someone to input data.</li> </ul>	<p>end of December</p>
<p>- improved communication <del>to</del> system</p>	<ul style="list-style-type: none"> <li>• monthly calendar with dead lines - help fac. plan better - e.g. mini staff meeting</li> </ul>	<ul style="list-style-type: none"> <li>• ongoing</li> </ul>
<p>- all active files reviewed on a monthly basis</p>	<ul style="list-style-type: none"> <li>• <del>implement</del> implement a b.f. file system - in front of file</li> <li>- use active file list + add col. - review date + action needed.</li> </ul>	<p>ASAP 30 days status update - ongoing.</p>



NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

Development Desired	Plan for Development	Timeline
<p>update training manual</p>	<ul style="list-style-type: none"> <li>do it</li> </ul>	<p>- by Dec 15<sup>th</sup></p>
<p>- staff retention</p>	<ul style="list-style-type: none"> <li>- adequate training - <sup>what</sup> <sub>where</sub> <sub>role is:</sub></li> <li>- improved organ. <sup>Supportive</sup></li> <li>- implement sugg from P.S. - Detric</li> <li>- work in conjunction w/ the new H.R. person. - do HR inventory</li> </ul>	<p>ongoing</p>
<p>- community development</p>	<ul style="list-style-type: none"> <li>- check committee's we got to</li> <li>- need to ed. Chief of Council</li> <li>- roles + responsibilities resp. for CCL →</li> <li>- band committee work</li> <li>- community visits</li> <li>- <del>work</del> Pkgs for community visits</li> <li>- # of kids in care</li> <li>- involvement in Ct. system.</li> </ul>	<p>- meet w/ Team + map it out - ongoing</p> <p>ongoing</p>

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

GOALS & OBJECTIVES STATEMENT:  
EVALUATION DATE:

CAROL KAKEGABON, TALKING TOGETHER/PROGRAM MANAGER  
November 15, 2011

Development Desired	Plan for Development	Timeline
<p>- program expansion a) more referrals b) more workers</p>	<ul style="list-style-type: none"> <li>more referrals <sup>see</sup> community dev. communication</li> <li>more workers &amp; Hayna she consult with re news sources of funding.</li> </ul>	<p>ongoing - → Jan - Apr.</p>
<ul style="list-style-type: none"> <li>- assess our products</li> <li>- need to do: chiefs resolution</li> </ul>	<ul style="list-style-type: none"> <li>distillate Chief's resol. → use NTN services - Division - ask each worker be made aware -</li> </ul>	<ul style="list-style-type: none"> <li>ASAP</li> </ul>
<ul style="list-style-type: none"> <li>- develop a training program to Oshki: culturally based</li> </ul>	<ul style="list-style-type: none"> <li>Program -</li> <li>- develop w/ Oshki</li> <li>- be a module</li> <li>- more trained cult. approp. providers</li> </ul>	<ul style="list-style-type: none"> <li>- by Dec 15<sup>th</sup></li> </ul>

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

Development Desired	Plan for Development	Timeline
	•	
	•	
	•	

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

**GOALS & OBJECTIVES STATEMENT:** CAROL KAKEGABON, TALKING TOGETHER/PROGRAM MANAGER  
**EVALUATION DATE:** November 15, 2011

*Employment Start Date: August 12 2011*

Development Desired	Plan for Development	Timeline
<ul style="list-style-type: none"> <li>Get the database up and running</li> </ul>	<ul style="list-style-type: none"> <li>Oversee the process and make sure time lines followed</li> <li>Find someone to input data</li> </ul>	<ul style="list-style-type: none"> <li>End of December 2011</li> </ul>
<ul style="list-style-type: none"> <li>Improve communication</li> </ul>	<ul style="list-style-type: none"> <li>Monthly calendar with deadlines – help facilitate plan better e.g. mini staff meetings</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>
<ul style="list-style-type: none"> <li>All active files reviewed on a monthly basis</li> </ul>	<ul style="list-style-type: none"> <li>Implement a bring forward system- in from of file</li> <li>Use active file list and add columns – review date and action needed</li> </ul>	<ul style="list-style-type: none"> <li>ASAP, 30 days status update – ongoing.</li> </ul>
<ul style="list-style-type: none"> <li>Update training manual</li> </ul>	<ul style="list-style-type: none"> <li>Do it</li> </ul>	<ul style="list-style-type: none"> <li>By December 15 2011</li> </ul>
<ul style="list-style-type: none"> <li>Staff retention</li> </ul>	<ul style="list-style-type: none"> <li>Adequate training ‘what their roles is’</li> <li>Improve organ</li> <li>Implement suggestion from Supportive PE – Deb Cantrell</li> <li>Work in conjunction with new Human Resource person – do HR inventory</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>

11/15/11

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

Development Desired	Plan for Development	Timeline
<ul style="list-style-type: none"> <li>• Community development</li> </ul>	<ul style="list-style-type: none"> <li>• Track communities we go to</li> <li>• Need to educate Chief and Council roles and responsibilities</li> <li>• Band councillor responsible for Case Worker</li> <li>• Community visit</li> <li>• Packages for community visits</li> <li>• Number of kids in care</li> <li>• Involvement in court system</li> </ul>	<ul style="list-style-type: none"> <li>• Meet with Jennifer and map it out -- ongoing</li> <li>• Ongoing</li> </ul>
<ul style="list-style-type: none"> <li>• Program expansion               <ul style="list-style-type: none"> <li>◦ More referrals</li> <li>◦ More workers</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• More referrals – see community development and communications</li> <li>• More workers – consult with Alanna re: new sources of funding</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> <li>• Ongoing</li> </ul>
<ul style="list-style-type: none"> <li>• Assert our jurisdiction</li> <li>• Need to distribute Chiefs resolution</li> </ul>	<ul style="list-style-type: none"> <li>• Distribute Chiefs resolution – use NAN services e.g. Dilico, ask each worker to be made aware of resolution.</li> </ul>	<ul style="list-style-type: none"> <li>• ASAP</li> </ul>
<ul style="list-style-type: none"> <li>• Develop a training program culturally based</li> </ul>	<ul style="list-style-type: none"> <li>• Program               <ul style="list-style-type: none"> <li>◦ Develop with Oskj-Pimache-O-Win</li> <li>◦ Be a module</li> <li>◦ Trained cultural appropriate mediators</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• By December 15 2011</li> </ul>

Nishnawbe-Aski Legal Services  
Corporation

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Friday June 17, 2011.

Dear Carol Kakegabon,

**RE: Evaluation**

Your last Evaluation was June 2010, approximately one year ago. This letter outlines your Evaluation on June 17, 2011 with myself, your immediate supervisor.

*What is your Greatest Achievement:* You were able to revive the Talking Together Program here in Thunder Bay, as your predecessors were unsuccessful due to various factors.

*What are your Challenges:* Working with various Agency workers who have little or no knowledge regarding Talking Together.

What does being a Talking Together Facilitator mean to you?:

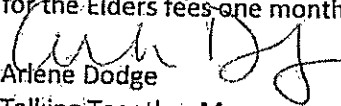
- Listening
- Problem solving
- Debriefing
- Working as a team
- Goal planning

I engaged in a conversation with Carol and we discussed a go-forward plan for 2011/12. Carol has prepared a plan for the following

1. Work plan for next 6 months
2. More diversions.
3. Training to communities
4. More presentations to communities – Restorative Justice and Talking Together.

Carol prepares for a number of Talking Together Circles and averages at least one per week.

Suggestion: Zelda assist Carol in the administrative duties and to submit cheque requisitions for the Elders fees one month at a time, to prevent last minute preparation.

  
Arlene Dodge  
Talking Together Manager

Mailing Address:

86 S. Cumberland Street  
Thunder Bay, Ontario  
P7B 2V3

Tel: (807) 622-1413  
Fax: (807) 622-3024

E-mail: info@nanlegal.on.ca  
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Head Office:

684 City Road  
Unit 14  
Thunder Bay, Ontario  
P7J 1K3

## LETTER OF COUNSEL

**To:** Susan Chokomolin, Carol Kakegabon, Ralph Taylor  
**From:** Arlene Dodge, Special Projects Manager  
**CC:** Larry W. Jourdain, Executive Director  
**Lee Brown, Financial Controller**  
**Date:** May 21, 2010  
**Re:** LETTER OF COUNSEL

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your inability to meet the deadline that I set for you last week (i.e. - to complete your statistics and supporting follow-up report documents). As you know, our quarterly reporting requirement to the Department of Justice has come and gone. All supporting statistics and report's from the team's RJW's MUST be submitted on time. We need to discuss getting your reports completed so that they can be sent, with the other materials, to the DOJ as soon as possible. If there is some reason that prevents you from completing the reports I would ask that you mention it to me when we meet. The corporation's policy insofar as it relates to Employee-Assistance is remedial in nature and if you should feel any reason why you may like to voluntarily take advantage of S. 22 of the Personnel Manual, please let me know as I would be more than willing to discuss it with you.

Finally, please be advised that your past work behaviour and habits (documented in your personnel file) warrant this letter to be a *Letter of Counsel* pursuant to section 31 of the Personnel Manual. All future calls to the office regarding absences are to be made either to myself, the Business Manager or the Executive Director from this point forward.

Wednesday April 20, 2011

Dear Celina,

Arlene met with me last week in regard to a pay raise. As part of the process I was asked to submit a work plan for April – September 2011.

I will be submitting a work plan today in draft, if this is satisfactory please let me know so that I may submit a final copy. However, if there is anything that I have missed, I would appreciate any feedback to the plan.

Miigwech/Thank you

Carol Kakegabon



**- 1 - Talking Together Facilitator Work Plan – Thunder Bay 4/20/2011 –Draft**

<b>Goal #1</b> To develop more awareness of the Talking Together Program in the Matawa/NAN communities.		<b>Measures of Success:</b> -monthly reports -record and compile data that leads to recommended solutions -work plan	<b>Outcome:</b> The primary objective of the following activities included in the work plan is to promote an alternative to child welfare apprehension and promote ADR (alternative dispute resolution) within the NAN communities.
<b>Objectives</b> -promote dialogue between NAN First Nations and NAN Legal Talking Together Program -create dialogue between the frontline workers and Nan TPP staff -familiarize TPP staff with the communities and leadership -promote dialogue with the health/wellness &	<b>Activities</b> -workshops -presentations -event booths -meetings with F.N. communities, organizations and health sector -Public Relations	<b>Data/Evaluation</b> -monthly meetings/communication -compilation of data recorded from meetings -tracking sheet	
<b>Target</b> First Nation Communities -Constance Lake -Ginoogaming -Long Lake #58 -Aroland -Hornepayne -Eabametoong -Neskantaga -Nibinamik -Webequie -NAN communities	<b>Timeframe</b> -weekly, monthly and ongoing to April- Sept 2011	<b>Team Members Responsible</b> Talking Together Facilitator	

Carol Kakegabon

**- 2 - Talking Together Work Plan – Thunder Bay 4/20/2011 Draft**

<p><b>Goal: #2</b> To develop more awareness of the Talking Together Program with stakeholders including Children's Aid Societies, Child and Family Service agencies, lawyers, community leadership and community members of the NAN/Matawa First Nations</p>			<p><b>Measures of Success:</b> -monthly reports -meetings -data from compiled monthly statistics -work plan</p>	<p><b>Outcome:</b> The primary objective of the following activities included in the work plan is to promote an alternative to child welfare apprehension and promote ADR (alternative dispute resolution) with NAN/Matawa members within the city and remote communities.</p>	
	<p><b>Objectives</b> -promote dialogue between CAS, Child and Family Services, lawyers, community leadership, community members and NAN Legal Talking Together Program  -create dialogue between the frontline workers and Nan TTP staff  -familiarize TTP with Child and Family Services, lawyers, community leadership and community members</p>	<p><b>Activities</b> -workshops -presentations -event booths -meetings with key agency staff -in service -public:relations</p>	<p><b>Data/Evaluation</b>  -monthly meetings/communication  -compilation of data recorded from meetings  -compilation of data recorded from survey form  -tracking sheet</p>		<p><b>Target</b>  First Nation Communities  -Constance Lake -Ginoogaming -Long Lake #58 -Aroland -Hornepayne  -Eabametoong -Neskantaga -Nibnamik -Webequie  -NAN communities</p>

**- 3 -Talking Together Work Plan – Thunder Bay 4/20/2011 Draft**

<p><b>Goal: #3</b> To access professional development and training in promoting service delivery of the Talking Together Program.</p>		<p><b>Measures of Success:</b> -monthly reports. -survey results of the program -work plan</p>	
<p><b>Outcome:</b> The primary objective of the following activities included in the work plan is to promote professional development and training in the Talking Together Program as it applies.</p>			
<p><b>Objectives</b></p> <ul style="list-style-type: none"> <li>-promote dialogue between Professional Learning Community, Training Community and NAN Legal Talking Together Program</li> <li>-establish a working relationship with PLC and TC</li> <li>-familiarize the TTP with training needs of the PLC and TC</li> </ul>	<p><b>Activities</b></p> <ul style="list-style-type: none"> <li>-workshops</li> <li>-training</li> <li>-in service meetings with PLE, PLC &amp; TC</li> </ul>	<p><b>Data/Evaluation</b></p> <ul style="list-style-type: none"> <li>-monthly meetings/communication</li> <li>-compilation of data recorded from meetings</li> <li>-data from survey forms</li> <li>-tracking sheet</li> </ul>	<p><b>Target</b></p> <ul style="list-style-type: none"> <li>-Aboriginal Child and Family Service Agencies</li> <li>-Child And Family Service</li> <li>-lawyers, judges, schools</li> <li>-health/wellness programs</li> </ul>
	<p><b>Timeframe</b></p> <p>monthly, quarterly and on going April –Sept 2011</p>	<p><b>Team Members Responsible</b></p> <p>Talking Together Facilitator</p>	

**- 4 - Talking Together Work Plan – Thunder Bay 4/20/2011 Draft**

<p><b>Goal: #4</b> To maintain program reporting, database and filing system within the Talking Together Program.</p>	<p><b>Measures of Success:</b> -monthly reports -file review -work plan</p> <p><b>Outcome:</b> The primary objective of the following activities included in the work plan is to promote and maintain administrative accuracy and validity of program data and goals.</p>			
<p><b>Objectives</b></p> <ul style="list-style-type: none"> <li>-establish a follow up routine with TTP forms &amp; work plan goals</li> <li>-establish a working relationship with TTP supervisor and assistant</li> <li>-familiarize yourself with forms and data entry dates</li> <li>-complete forms within appropriate timeframes</li> <li>-complete reporting and data within appropriate timeframes</li> </ul>	<p><b>Activities</b></p> <ul style="list-style-type: none"> <li>-training with assistant/supervisor as needed</li> <li>-in service with assistant as needed</li> <li>-meetings with supervisor and/or assistant</li> </ul>	<p><b>Data/Evaluation</b></p> <ul style="list-style-type: none"> <li>-weekly, monthly meetings/communication</li> <li>-compilation of data</li> <li>-statistical reporting</li> <li>-tracking sheet</li> <li>-reporting Log</li> </ul>	<p><b>Timeframe</b></p> <ul style="list-style-type: none"> <li>-weekly, monthly, quarterly &amp; on going</li> <li>April – Sept. 2011</li> </ul>	<p><b>Team Members Responsible</b></p> <ul style="list-style-type: none"> <li>Talking Together Facilitator</li> <li>Talking Manager and Assistant</li> </ul>

**- 5 -Talking Together Work Plan – Thunder Bay 4/20/2011- Draft**

<p><b>Goal: #5</b> To pursue and maintain Cultural Competency as it pertains to the community.</p>	<p><b>Measures of Success:</b> -reports -survey -work plan</p>								
<p><b>Outcome:</b> The primary objective of the following activities included in the work plan is to understand and maintain the values and beliefs within the Talking Together Program.</p>									
<p><b>Objectives</b></p> <ul style="list-style-type: none"> <li>-establish a working relationship with elders/clergy and traditional/spiritual advisors</li> <li>-pursue cultural activities as it pertains to the TTP</li> <li>-familiarize yourself with community cultural norms</li> <li>-maintain the Circle process</li> </ul>	<table border="1"> <thead> <tr> <th data-bbox="1015 825 1088 1191"><b>Activities/Out Reach</b></th> <th data-bbox="1015 1191 1088 1532"><b>Data/Evaluation</b></th> <th data-bbox="1015 1532 1088 1744"><b>Timeframe</b></th> <th data-bbox="1015 1744 1088 2036"><b>Team Members Responsible</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="641 825 1015 1191"> <ul style="list-style-type: none"> <li>-training</li> <li>-traditional ceremonies</li> <li>-meetings</li> <li>-community cultural activities</li> <li>-seasonal Activities</li> <li>-workshops</li> <li>-presentations</li> </ul> </td> <td data-bbox="641 1191 1015 1532"> <ul style="list-style-type: none"> <li>-weekly, monthly meetings/communication</li> <li>-compilation of data</li> <li>-Statistical reporting</li> <li>-daily log</li> <li>-anecdotal record</li> <li>-tracking sheet</li> </ul> </td> <td data-bbox="641 1532 1015 1744"> <ul style="list-style-type: none"> <li>-weekly, monthly and on going</li> <li>April – Sept 2011</li> </ul> </td> <td data-bbox="641 1744 1015 2036"> <p>Talking Together Facilitator</p> </td> </tr> </tbody> </table>	<b>Activities/Out Reach</b>	<b>Data/Evaluation</b>	<b>Timeframe</b>	<b>Team Members Responsible</b>	<ul style="list-style-type: none"> <li>-training</li> <li>-traditional ceremonies</li> <li>-meetings</li> <li>-community cultural activities</li> <li>-seasonal Activities</li> <li>-workshops</li> <li>-presentations</li> </ul>	<ul style="list-style-type: none"> <li>-weekly, monthly meetings/communication</li> <li>-compilation of data</li> <li>-Statistical reporting</li> <li>-daily log</li> <li>-anecdotal record</li> <li>-tracking sheet</li> </ul>	<ul style="list-style-type: none"> <li>-weekly, monthly and on going</li> <li>April – Sept 2011</li> </ul>	<p>Talking Together Facilitator</p>
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NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

**Talking Together Facilitator**

Name of Employee Being Reviewed:	Carol Kalleghorn
Job Title:	Talking Together Facilitator
Employed Since:	2009
Direct Supervisor:	Arlene Dodge
Last Review Date:	Dec 2009
Date of This Review:	Nov 2010
Name of Reviewer(s):	A. Dodge

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
To complete training in the facilitation of Talking Circles;	E	<p>Carol has continued to conduct A.D.R. in a professional manner. She has participated in a number of circles in the past year and has gained more confidence in facilitating. She also maintains her professional development through regular training.</p> <ul style="list-style-type: none"> <li>- mediation training</li> <li>- Trauma Training</li> <li>- Native Child + Family Service Training</li> <li>- Family Conferencing</li> <li>- Group Conferencing</li> </ul>

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

Task/Item	Rating	Comments
To receive and confirm referrals from the Coordinator or agency Liaison;	E	Follows through with the procedures of following up with referrals.
To open files for each referral and keep them up to date;	E	Continues to maintain files and keep them current.
To contact the Special Projects Manager on a daily basis;	E	Continues contact with manager regularly personally or through other modes of communication.
To organize the Talking Circles including the briefing of all participants about the circle process and what will be expected of them;	E	Works well on maintaining the organization of engaging all participants in the circle process.
To facilitate the Talking Circles including drafting of final agreements arising from the circles and providing them to the participants as well as the coordinator and the agency;	E	Continues to demonstrate ADR during circles and provides reports to participant and managers in a timely manner. always

punctual

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

Task/Item	Rating	Comments
To provide follow up to ensure that the agreements are adhered to and reconvene the Talking Circle if practical should problems arise;	E	Continues to provide follow up Circle needs and maintain agreements
To provide follow up reports and final reports once agreements are completed to the coordinator and the agency;	E	Carol provides all necessary reports and agreements to the manager regularly.
To contribute to the evaluation process under the direction of the Coordinator;	E	Carol provides a variety of strategies and ideas that contribute to the evaluation of the T.T.P. under the direction of the manager when asked.
To liaise with the community initially to determine needs and wishes and educate them about the process and on an ongoing basis to keep them informed about the pilot project;	E	Carol continues to liaise with community stakeholders and present the T.T.P. in conjunction with program goals
To liaise with Elders, frontline workers and Chief and Council as needed to garner support for the pilot project and individual Talking Circles.	E	Carol demonstrates good communication when obtaining circle participants for the circles and for T.T.P. support



NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

**OFFICE ADMINISTRATION**

Task/Item	Rating	Comments
Submits monthly reports in a timely manner	✓	Carol submits reports in a timely manner and at the request of the manager when needed
Submits travel reports and calendars at beginning of each and every month	✓	She continues to adhere to the TTP procedures regarding travel reports, calendars and any other info required
Travel advance requests are submitted monthly	✓	Follows procedures of travel requests diligently.
Travel Expense Reports submitted within one week of incurring expense	✓	Adheres to expense report procedures.
Requests for Leave are submitted at least 3 days prior to commencement of leave	✓	Adheres to request for leave procedures.
Time sheets are submitted in a timely manner	✓	Continues to submit time sheets in a timely manner.
Knows and complies with NALSC office policies and requirements.	✓	Continues to adhere to NALSC office procedures and requirements to regularly
Works appropriate hours consistent with the personnel policy.	✓	Continues to follow and maintain appropriate office hours.

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	Continues to keep the manager and others up to date with current information pertaining to T.T.C.'s. Is able to communicate info in a professional manner.
Ensures assertive communication style is practiced as much as possible. Effectively communicates position and demonstrates that other's positions are respected. Expression of feelings and opinions is honest, and appropriate.	E	She is professional and easy-going and this style of communication has helped her be effective in her position. She continues to be respectful and considerate when communicating with managers, co-workers and referrals.
Written communication is clear, concise, organized and persuasive. Plain language is used.	E	Over the past year Carol has learned to follow the T.T.C. report process diligently. She has made changes when recommended by the manager.
Communicates effectively with 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 Corporation.	E	Carol demonstrates respect when communicating with clients, staff and management. She is very respectful to the confidential nature of her clients and builds on this when working within the T.T.C. process.

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	He continues to follow up with clients and ensures that they receive appropriate documentation and that the documentation is placed in their files.
Responds quickly to client telephone messages or other contact.	E	Demonstrates professionalism regularly when messages need follow up.
Communicates effectively with community groups and representatives ensuring that the Corporation's reputation is upheld and enhanced.	E	Continues to demonstrate the corporations goals in a respectful and professional manner.
Complies with Board policies regarding media and other contact.	E	Adheres to the boards policies.

**TEAM PLAYER**

Task/Item	Rating	Comments
Understands the importance of his/her own and others jobs to the organization.	E	She continues to demonstrate a team approach when working within the organization.

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

Task/Item	Rating	Comments
Assists others during peak load times.	E	Provides support and assistance when needed.
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	She demonstrated a positive reflection in her work and works with others when needed to complete tasks.
Volunteers and makes useful contributions in meetings and committees.	E	Has demonstrated the ability to provide info and suggestions in meetings.
Honours the ground rules for working in a productive and caring manner.	E	Continues to demonstrate positive work ethics within the corporation.

**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	She is very professional in her job duties and when working with others in the corporation she is respectful and when uncertain will seek advice from managers.

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

Task/Item	Rating	Comments
Calms irate clients.	E	She has an easy-going manner that works well when needing to de-escalate clients. Training has also helped her develop more of these skills when dealing with escalated clients.
Demonstrates the ability to motivate others.	E	Has demonstrated the ability to provide positive feedback and encouragement.

**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	Continues to respond effectively with tasks to manager and staff and follows up on future tasks when asked.
Assumes responsibility and expects to be held accountable for completing job assignments in an efficient and timely manner.	E	Has demonstrated strength and accountability when completing job tasks in a timely manner.
Provides supervisor with regular and prompt updates on the progress of work and possible problems on an as needed basis.	E	Continues to provide updates to the manager on a regular basis.

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.	↙	Attends office, meetings, and appointments regularly.
Ensures office security at all times, and client confidentiality.	↙	Continues to adhere to office procedures, security and 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.	↙	Demonstrates consistency and completion of job tasks to the fullest of her abilities.
Maintains a regular flow of work without undue delay and the need for reminders.	↙	Continues to maintain regular work flow and will seek other tasks or provide support in other areas if needed.
Work hours are used productively.	↙	Continues to put in time and effort in her job tasks regularly.

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

Task/Item	Rating	Comments
Brings enthusiasm to his/her work.	E	Provides a positive team-approach to the office and in her work.

**INITIATIVE**

Task/Item	Rating	Comments
Identifies and takes on relevant and appropriate tasks when major responsibilities are completed.	E	Is able to follow through with identified tasks.
Identifies and strives to solve problems and offers innovative suggestions for positive change.	E	Continues to provide support and suggestions when a challenge occurs.

**JOB KNOWLEDGE**

Task/Item	Rating	Comments
Knows the Corporation's goals, Board policies, office practices and procedures, and job responsibilities.	E	Continues to follow the corporation's goals, policies and practices as they relate to the job.

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

Task/Item	Rating	Comments
Possesses professional or technical knowledge and skills required in the position.	5	Demonstrates the ability to apply technical knowledge and skills when required. If uncertain will ask administration.
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.	5	Has demonstrated a good working knowledge of office equipment and software programming skills when using the network.

**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.	5	Has demonstrated the ability to address work issues and seek appropriate solutions in a timely manner.

**TIME MANAGEMENT**

Task/Item	Rating	Comments
Understands the importance of using work time effectively and productively.	5	Works diligently in this area.



NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

Task/Item	Rating	Comments
Makes appropriate priorities between work tasks.	↙	addresses tasks and priorities in an efficient manner
Delegates as appropriate.	↙	when needed.

**GOALS & OBJECTIVES**

Task/Item	Rating	Comments
Has met or exceeded the performance goals agreed to during the last evaluation, (detail if appropriate)	↙	Has met the T.T.P. evaluation goals and continues to be effective.
<del>Assists in the development of Corporation's goals, including accurately completing the report to the Board.</del>		N/A
<del>Has met or exceeded goals agreed to by the Corporation staff overall, and assigned to him/her.</del>		N/A

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

**TRAINING**

Task/Item	Rating	Comments
Undertakes, willingly, all training opportunities, and implements new skills and knowledge appropriately.	E	Engages in training opportunities regularly to update herself professionally and as it pertains to her position
Identifies new training opportunities needed, and develops an action plan.	E	Continuously seeking professional development as it pertains to her position.

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

GOALS & OBJECTIVES STATEMENT

Development Desired	Plan for Development (Include Timelines)
Competency with Video conferencing equipment.	- Seek administrative support for training. Fall/Winter
Provide more Community presentations.	- Work with other staff - Not sure when
Continue with professional development training	- seek training + workshops - throughout the year

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

<b>Development Desired</b>	<b>Plan for Development (Include Timelines)</b>

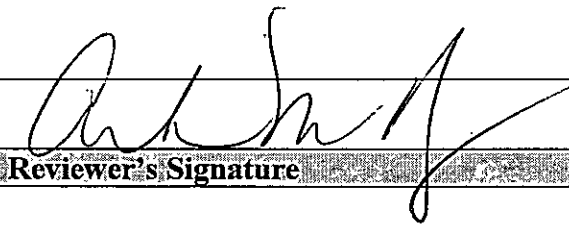
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NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

PERFORMANCE REVIEW SUMMARY

Supervisor's Summary

Carol has a proven track record of mastering her effectiveness. The number of referrals to FT has jumped from 0 to 56 in one entire fiscal year - Excellent job. Carol brings to the Corp. her professional integrity to the job and to the people that she integrates with. Carol has completed a number of modules for Mediation Training as well as taken part and completed Trauma Training. Carol takes full advantage of all training opportunities.



Reviewer's Signature

Nov 9/2010

Date



NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

**Talking Together Facilitator**

<b>Name of Employee Being Reviewed:</b>	Carol Kakegabon
<b>Job Title:</b>	Talking Together Facilitator
<b>Employed Since:</b>	Aug 24/09
<b>Direct Supervisor:</b>	Arlene Dodge
<b>Last Review Date:</b>	N/A
<b>Date of This Review:</b>	Dec 8/09 ✓
<b>Name of Reviewer(s):</b>	Arlene Dodge

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
To complete training in the facilitation of Talking Circles;	E	<p>- Received one on one training and has participated in a number of circles with current staff</p> <p>- Continues to participate in any training needed for the position (on-going)</p> <ul style="list-style-type: none"> <li>- Completed Basic Mediation</li> <li>- Basic and Advance Family Group Decision Making</li> <li>- Taking Care of Each Other's Spirit Facilitators Training/Workshop</li> <li>- Cultural Competency Training</li> </ul>

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**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	<ul style="list-style-type: none"> <li>- using the the weekly activity reports and to do lists have been helpful in organizing tasks</li> <li>- do able to provide clear instructions and is able to seek assistance when needed.</li> </ul>
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	<ul style="list-style-type: none"> <li>- do professional in the duties of facilitator</li> <li>- do respectful to her responsibilities and peers in the workplace</li> </ul>
Written communication is clear, concise, organized and persuasive. Plain language is used.	E	<ul style="list-style-type: none"> <li>- Demonstrates appropriate language to the position</li> </ul>
Communicates effectively with 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 Corporation.	E	<ul style="list-style-type: none"> <li>- Demonstrates respect to the clients/referrals and fosters a trusting relationship when working with clients</li> </ul>



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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.	E	- Has grown and continues to follow up on file updates and instructions.
Responds quickly to client telephone messages or other contact.	E	- Although she is new to the position, she is professional in responding to client calls and messages.
Communicates effectively with community groups and representatives ensuring that the Corporation's reputation is upheld and enhanced.	E	- She has participated in outreach activities that required presentations in regard to her program. The organizations was well represented.
Complies with Board policies regarding media and other contact.	E	- As a new staff member, she has grown and continues to comply with policy.

**TEAM PLAYER**

Task/Item	Rating	Comments
Understands the importance of his/her own and others jobs to the organization.	E	- Is very committed and sincere here at NavLegal. She has grown to understand the organization and the jobs it provides.

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EVALUATION FORM

Task/Item	Rating	Comments
Assists others during peak load times.	E	<i>Provides support and offers assistance when needed.</i>
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	<i>When available provides support in this area.</i>
Volunteers and makes useful contributions in meetings and committees.	E	<i>Continues to learn and contribute to meetings.</i>
Honours the ground rules for working in a productive and caring manner.	E	<i>Demonstrates respect and commitment to the organization's work ethic.</i>

**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.	E	<i>Works well with others and contributes to problem solving appropriately.</i>

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Task/Item	Rating	Comments
Attends regularly and punctually at the office (s), meetings, client appointments, community meetings, etc.	E	<i>Demonstrates professionalism in the area</i>
Ensures office security at all times, and client confidentiality.	E	<i>Adheres to office security and confidentiality.</i>

**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	<i>Demonstrates multi-task responsibilities and seeks support when needed.</i>
Maintains a regular flow of work without undue delay and the need for reminders.	E	<i>Continues to demonstrate consistent work flow</i>
Work hours are used productively.	E	<i>Ensures work hours are used productively and in a professional manner</i>