

# TALKING TOGETHER

## Employee Performance Review

EMPLOYEE INFORMATION	
Name	Zelda Watt
Job Title	Talking Together Administrative Clerk
Department	Talking Together Program
Review Period	April 2016- March 2017
Employee ID	
Date	March 10, 2017
Manager	Carol Kakegabon

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"/>
<i>Comments</i>	Zelda is very knowledgeable about TTP and is responsible for a variety of tasks beyond her job description as admin clerk. They include: administer and coordinate files, initial contact with client & agency worker to identify need and build relationship, determine urgency & prioritize, coordinate client files by CAS worker and location, monthly client file reviews, advisory committee preparation bi-monthly, softworks preparation and review, sign in sheets preparation for approval, responsible for petty cash, circle preparation on emergency basis and as needed.					
<b>Work Quality</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	For the most part Zelda's work quality is generally efficient when planning, administering, filing, preparing materials, database maintenance, preparing documents, reports and assists in proposals/reporting requirements and ensures communications with all staff on a daily basis. However, she has taken on an abundance of other tasks as the TTP is expanding requiring more time and effort in accomplishing tasks which at times may have compromised work quality in the last two quarters. Overall, she is a good worker and is learning to address and communicate with the manager more effectively.					
<b>Attendance/Punctuality</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	Zelda's is conscientious of her punctuality and makes every effort to communicate of her absences. Although, she has been away a lot this past year, she still attends work diligently.					
<b>Initiative</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	Zelda comes to work daily with a positive attitude and takes on her tasks with assertiveness. With added duties due to expansion she needs to be more conscientious of the added responsibilities when working and communicating with clients & agency.					
<b>Communication/Listening Skills</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.5 ✓	<input type="checkbox"/>
<i>Comments</i>	Zelda is very aware of her role as admin clerk and works effectively with staff and manager regularly. She is a team player and makes every effort to assist and communicate with others. However, when she is overwhelmed, she needs to communicate quicker to manager of situations that need assistance and advice.					
<b>Dependability</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	Zelda takes her duties very serious and makes every effort to be available to staff, manager, clients, agencies and organizations when called upon. Again, when overwhelmed or uncertain, she needs to seek advice, assistance and direction expeditiously.					
<b>Overall Rating</b> (average the rating numbers above)	24.5					

EVALUATION	
<b>ADDITIONAL COMMENTS</b>	Overall, Zelda is a reliable and responsible admin clerk and takes her duties seriously. She is a team player and works well with all staff. She assists the manager and staff in maintaining the program in a professional manner and is confident in her work ethic. As the program expands she needs to be more conscientious with communication, details, consistency and accuracy with all aspects of client files. Zelda is wanting to do facilitation in emergencies and has taken Circle duties and has facilitated a Circle supervised by the manager. She did well in preparing, facilitating and reporting on the family circle. This is still a work in progress.  Her First Aid renewal is due and will complete this spring 2017.  She still needs to attend Excel Training
<b>GOALS</b> (as agreed upon by employee and manager)	To seek mental and spiritual selfcare to help me in my work at NALSC.

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	
Manager Signature	
Date	March 27/17
Date	

P.A. Friday

# TALKING TOGETHER

Employee Performance Review

## EMPLOYEE INFORMATION

Name **Zelda Watt**  
Job Title **Talking Together Administrative Clerk**  
Department **Talking Together Program**  
Review Period **April 2016-  
March 2017**

Employee ID  
Date **March 10, 2017**  
Manager **Carol Kakegabon**

## RATINGS

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

**Job Knowledge**                             

*Comments* Zelda is very knowledgeable about TTP and is responsible for a variety of tasks beyond her job description as admin clerk. They include: administer and coordinate files, initial contact with client & agency worker to identify need and build relationship, determine urgency & prioritize, coordinate client files by CAS worker and location, monthly client file reviews, advisory committee preparation bi-monthly, softworks preparation and review, sign in sheets preparation for approval, responsible for petty cash, circle preparation on emergency basis and as needed.

**Work Quality**                             

*Comments* For the most part Zelda's work quality is generally efficient when planning, administering, filing, preparing materials, database maintenance, preparing documents, reports and assists in proposals/reporting requirements and ensures communications with all staff on a daily basis. However, she has taken on an abundance of other tasks as the TTP is expanding requiring more time and effort in accomplishing tasks which at times may have compromised work quality in the last two quarters. Overall, she is a good worker and is learning to address and communicate with the manager more effectively.

**Attendance/Punctuality**                             

*Comments* Zelda is conscientious of her punctuality and makes every effort to communicate of her absences. Although, she has been away a lot this past year, she still attends work diligently.

**Initiative**                             

*Comments* Zelda comes to work daily with a positive attitude and takes on her tasks with assertiveness. With added duties due to expansion she needs to be more conscientious of the added responsibilities when working and communicating with clients & agency.

**Communication/Listening Skills**                        3.5 ✓     

*Comments* Zelda is very aware of her role as a admin clerk and works effectively with staff and manager regularly. She is a team player and makes every effort to assist and communicate with others. However, when she is overwhelmed, she needs to communicate quicker to manager of situations that need assistance and advice.

**Dependability**                             

*Comments* Zelda takes her duties very serious and makes every effort to be available to staff, manager, clients, agencies and organizations when called upon. Again, when overwhelmed or uncertain, she needs to seek advice, assistance and direction expeditiously.

**Overall Rating (average the rating numbers above)**      24.5

## EVALUATION

**ADDITIONAL COMMENTS** Overall, Zelda is a reliable and responsible admin clerk and takes her duties seriously. She is a team player and works well with all staff. She assists the manager and staff in maintaining the program in a professional manner and is confident in her work ethic. As the program expands she needs to be more conscientious with communication, details, consistency and accuracy with all aspects of client files. Zelda is wanting to do facilitation in emergencies and has taken Circle duties and has facilitated a Circle supervised by the manager. She did well in preparing, facilitating and reporting on the family circle. This is still a work in progress.  
Her First Aid renewal is due and will complete this spring 2017.  
She still needs to attend Excel Training

**GOALS**      To seek mental and spiritual selfcare to help me in my work at NALSC.  
*(as agreed upon by employee and manager)*

## 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

Date **Mar 10/2017**

Manager Signature **C Busua**

Date



NISHNAWBE-ASKI LEGAL SERVICES

Talking Together Program Assistant ~~Coordinator~~ *Coordinator?*  
Job Description

**DESCRIPTION:**

The Talking Together Administrative Clerk provides clerical and administrative support to the Talking Together Program Manager for all administrative duties undertaken by NALSC. At times, the Assistant may be required to take on additional duties where the Corporation assumes additional projects.

**DUTIES & RESPONSIBILITIES:**

- 1) Assist in the dissemination of information and the preparation of information material concerning the Programs in the Talking Together Program. The Administrative Clerk will provide information upon request to the community members and as needed.
- 2) The Administrative Clerk will liaise with the Talking Together Program staff/facilitators and assist them with their administrative needs. Review attendance, absences, sign-in's and ensures accuracy of Softworks prior to approval. Arranges Circle preparations on an emergency basis and as needed by making contacts with client agency and participants. Determine status of client files when completing client file reviews
- 3) Assist in the maintenance of filing system of all clients, circles and other matters relating to the program as well as other reports submitted by the staff. Tracking activities and events of the program staff using a monthly calendar.
  - a) I.e. Facilitator attends an event, presentations, board meetings, circles, advisory meetings.
  - b) Assist and monitor client files from referrals to completion.
  - c) Process and review referrals regularly.
  - d) Consult with manager when assigning referrals.
- 4) Assist in the planning and coordination of Training Workshops for applicable staff.
- 5) Assist in any evaluations of the program by distributing and collection questionnaires, and liaising with consultants as needed.
- 6) Organize video and telephone conference calls required.
- 7) Prepare correspondence and other reports such as proposals and quarterly submissions required by the Ministry.
- 8) Ensure that information required for the database for Talking Together is gathered and entered, and other documents prepared as required.

- 9) Ensure that all circle reports, activity reports, weekly/monthly task plans are submitted on time by the staff under Talking Together Program Manager.
  
- 10) Provide general clerical and administrative support to the Talking Together Program Manager and staff as required. Other related duties as required. Review all circle reports prior to approval or immediately following approval by manager when needed. Completes purchase orders in compliance with NALSC policies & procedures. Liaise with suppliers as required to ensure prompt & proper delivery of goods/services.



# ADMINISTRATION

## Employee Performance Review

EMPLOYEE INFORMATION			
Name	Zelda Watt	Employee ID	
Job Title	TTP Administrative Clerk	Date	Dec. 18-2015
Department	Talking Together Program	Manager	Carol Kakegabon
Review Period	April-December 2015		

RATINGS				
1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
<b>Job Knowledge</b>				<input checked="" type="checkbox"/>
<i>Comments</i>	Zelda is very knowledgeable in her duties as Administrative Clerk and provides support in all areas of the program. She communicates, coordinates and administers office practices and procedures thoroughly with all staff. If she is unsure of process she will ask questions for clarification.			
<b>Work Quality</b>			<input checked="" type="checkbox"/> 4.5	<input type="checkbox"/>
<i>Comments</i>	Zelda is quite efficient in the office when planning, administering, preparing and maintaining materials, documents and reports. If she is uncertain she will ask for direction.			
<b>Attendance/Punctuality</b>				<input checked="" type="checkbox"/>
<i>Comments</i>	In general, Zelda is punctual and conscientious in her attendance.			
<b>Initiative</b>				<input checked="" type="checkbox"/>
<i>Comments</i>	As the TTP grows she continues to ensure the program is maintained as per work plans and takes those extra steps in providing support in all areas. She takes pride in her work and is collegial with all staff.			
<b>Communication/Listening Skills</b>			<input checked="" type="checkbox"/> 4.5	<input type="checkbox"/>
<i>Comments</i>	Zelda continues to be intuitive and effective with staff when coordinating or communicating office procedures or practices. Her assertiveness is a good asset to the position.			
<b>Dependability</b>				<input checked="" type="checkbox"/>
<i>Comments</i>	Zelda understands the importance of her work and is reliable in fulfilling her duties.			
<b>Overall Rating</b> (average the rating numbers above)				29/30

EVALUATION
<p><b>Additional Comments:</b>            Overall Zelda is a conscientious worker who takes pride in her duties. She ensures all reports, files and correspondence is gathered, organized and submitted in a timely manner. She is team player and complies with NALSC policy and procedures. She keeps manager and staff informed of relevant information and asks questions if unsure. In general, she ensures all client files are updated and communicates with the appropriate facilitators or staff when needed. Zelda is respectful and professional in her duties, and is an asset to the Talking Together Program.</p>
<p><b>GOALS</b>            (as agreed upon by employee and manager)</p> <p>She will be attending an Excel Training in the spring 2016            She is updated in First Aid &amp; CPR 2015            The 2 day administration days are on going</p>

VERIFICATION OF REVIEW	
<p>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.</p>	
Employee Signature	<i>Zelda Watt</i>
Manager Signature	<i>C. Buswa</i>
Date	Dec 18/15
Date	Dec 18/15



# ADMINISTRATION

## Employee Performance Review

EMPLOYEE INFORMATION	
Name	Zelda Watt
Employee ID	
Job Title	TTP Administrative Clerk
Date	February 6, 2014
Department	Talking Together Program
Manager	Carol Kakegabon
Review Period	November 2012 – December 2013

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"/>
<i>Comments</i>	Zelda is well versed in the day to day operations of the program. She continuously assesses and addresses any improvements in the administration of the program.				
<b>Work Quality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	Zelda continues to maintain work quality in most areas of the program. She assists the manager and facilitators in a timely manner and is always prepared.				
<b>Attendance/Punctuality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>	Zelda maintains consistent attendance and when changes occur she works with the manager to ensure they are addressed or covered.				
<b>Initiative</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>	Zelda takes pride in her work duties and ensures all staff are made aware of administrative change and processes. Using weekly and bi-weekly calendars she ensures everyone is aware of program updates. She is meticulous in her work and makes every effort to complete daily and weekly changes as they arise.				
<b>Communication/Listening Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	Zelda makes every effort to engage and listen to staff when program issues arise. She at times supports facilitators by contacting or addressing the participants for a Circle case by case. She is intuitive and applies her skill to all aspects of the program.				
<b>Dependability</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>	She is reliable, keen and a team player.				
<b>Overall Rating</b> (average the rating numbers above)	28/30				

EVALUATION	
ADDITIONAL COMMENTS	Zelda is a committed worker who ensures all administrative processes are addressed and completed within TTP. She is enthusiastic and maintains consistency throughout the program and works closely with all facilitators. If there are new change discoveries in administration or procedures she consults with the manager consistently with any of those changes. She takes pride in her work and this is demonstrated throughout the program. She is professional and accountable in the work she does as an administrative clerk in the Talking Together Program. Great work!
GOALS (as agreed upon by employee and manager)	<ul style="list-style-type: none"> <li>-training in excel and power point</li> <li>-to maintain and update current info in hard copy of client files and to establish a 2 day administration days every month –on going</li> <li>-First Aid &amp; CPR</li> </ul>

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	Date
Manager Signature <i>C. Kakegabon</i>	Date <i>Feb 6/14</i>



# ADMINISTRATION

## Employee Performance Review

### EMPLOYEE INFORMATION

Name	Zelda Watt	Employee ID	
Job Title	TTP Administrative Clerk	Date	December 14, 2012
Department	Talking Together Program	Manager	Carol Kakegabon
Review Period	November 2011 – December 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"/>
<i>Comments</i>	Zelda is very knowledgeable of the program but at times due to work load is playing catch up with general day to day duties. This can fluctuate over time.				
<b>Work Quality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	Zelda has proficient work quality and demonstrates excellent understanding of work ethic.				
<b>Attendance/Punctuality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	Zelda takes her position as administrative clerk seriously and is conscientious of her work hours.				
<b>Initiative</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>	Zelda makes every effort to educate and complete tasks upon request and independently.				
<b>Communication/Listening Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	Zelda makes every effort to understand and listen to all staff and accepts constructive criticisms in general. She also contributes to progress in a positive manner.				
<b>Dependability</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>	Zelda is reliable and a committed team player.				
<b>Overall Rating (average the rating numbers above)</b>	<b>27/30</b>				

### EVALUATION

**ADDITIONAL COMMENTS** Zelda is an asset to the program and continues to provide excellent administrative support to the program. Since the SPR she has adjusted and applies the necessary administrative challenges that are needed to function in a professional manner.

**GOALS** *(as agreed upon by employee and manager)*

- training in excel and powerpoint
- to maintain and update current info in hard copy of client files and to establish a 2 day administration days every month
- continue supporting program review recommendations

### 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		Date	Jan 8/13
Manager Signature		Date	Jan 8/13



**ADMINISTRATION**  
Employee Performance Review

**EMPLOYEE INFORMATION**

Name <b>Zelda Watt</b>	Employee ID
Job Title <b>TTP - Executive Admin Clerk.</b>	Date <b>Dec 14/12</b>
Department <b>T.T.P.</b>	Manager <b>Carol Kakogalori</b>
Review Period <b>Nov. 2011 - Dec 2012</b>	

**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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Comments	Is very knowledgeable of the program but at times due to work load finds herself playing catch up with <del>days</del> general day to day duties.				
<b>Work Quality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments	Zelda has proficient work quality and demonstrate excellent understanding of work ethic.				
<b>Attendance/Punctuality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments	Good!				
<b>Initiative</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Comments	Makes every effort to educate and complete tasks upon request and independently.				
<b>Communication/Listening Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments	Makes every effort to understand + listen to all staff and accept constructive criticism in general. She also contributes to the program				
<b>Dependability</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments	Very good! in a positive manner				

**Overall Rating** (average the rating numbers above) **27/30**

**EVALUATION**

ADDITIONAL COMMENTS

GOALS (as agreed upon by employee and manager)

- Training in Excel + Powerpoint
- To maintain <sup>and</sup> up date current <sup>of</sup> info in hard copy of client files - Up date Client Files <sup>To</sup> establish 2 day out of the MDS.
- Can't Supportive Program Review recommendations.



\*

Cancellation

\* (Action) (Action) The TTC's were cancelled - she was  
rescued from where from an (unhappy) treasurer. Belder  
asked her to send email to court. + got admin know of



# ADMINISTRATION

## Employee Performance Review

EMPLOYEE INFORMATION	
Name: Zelda Watt	Employee ID
Job Title: TTP Administrative Clerk	Date: December 14, 2012
Department: Talking Together Program	Manager: Carol Kakegabon
Review Period: November 2011 – December 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"/>
<i>Comments</i>	Zelda is very knowledgeable of the program but at times due to work load is playing catch up with general day to day duties. This can fluctuate over time.				
<b>Work Quality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	Zelda has proficient work quality and demonstrates excellent understanding of work ethic.				
<b>Attendance/Punctuality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	Good				
<b>Initiative</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>	Zelda makes every effort to educate and complete tasks upon request and independently.				
<b>Communication/Listening Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	Zelda makes every effort to understand and listen to all staff and accepts constructive criticisms in general. She also contributes to progress in a positive manner.				
<b>Dependability</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>	Very good!				
<b>Overall Rating</b> (average the rating numbers above)	27/30				

EVALUATION	
ADDITIONAL COMMENTS	Zelda is an asset to the program and continues to provide excellent administrative support to the program. Since the SPR she has adjusted and applies the necessary administrative challenges that are needed to function in a professional manner.
GOALS (as agreed upon by employee and manager)	<ul style="list-style-type: none"> <li>-training in excel and powerpoint</li> <li>-to maintain and update current info in hard copy of client files and to establish a 2 day administration days every month</li> <li>-continue supporting program review recommendations</li> </ul>

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>Zelda Watt</i>	Date: <i>Dec 20/12</i>
Manager Signature: <i>C Kakegabon</i>	Date: <i>Dec 20/12</i>

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

GOALS & OBJECTIVES STATEMENT:  
EVALUATION DATE:

ZELDA WATT, ADMINISTRATIVE CLERK  
November 15, 2011

Hired April 28/10  
- replaced Chantel R.J.  
- moved over to T.T. briefly  
Cheryl sick - went  
to h.A.O.  
- started ToB in June/11

Development Desired	Plan for Development	Timeline
<p>- complete file review to reflect what is going on in the field</p>	<ul style="list-style-type: none"> <li>• one worker at a time one file at a time ✓</li> <li>- Sue / Roberta.</li> <li>- Carol / Doug</li> <li>- Betty K.</li> </ul>	<p>- Jan 15 / 2012 R+Sue - end of Nov. Carol / - Dec 20<sup>th</sup> Betty K - Jan 15<sup>th</sup> (report by email.)</p>
<p>Assist in Supportive Reviews</p>	<ul style="list-style-type: none"> <li>• co-operate + inform Dept. how the process works.</li> </ul>	<ul style="list-style-type: none"> <li>• ongoing until completion</li> </ul>
<p>Quarterly Stats. - using the database</p>	<ul style="list-style-type: none"> <li>• - begin from Oct Nov Dec put in <u>new</u> circles + Q3 60+ <u>closed</u> files</li> <li>- Q3 into Database by Dec, 22<sup>nd</sup>.</li> </ul>	<ul style="list-style-type: none"> <li>- couple weeks Zelda to do 1st week of December</li> <li>- hire someone 2nd + third week of Dec</li> </ul>

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

Development Desired	Plan for Development	Timeline
<p>update forms referral + circle reports done. - monthly tracking form needs revision</p>	<ul style="list-style-type: none"> <li>• circle + other reports cc'ed. (Add)</li> </ul> <p>→ next ministaff - address it + other forms.</p>	<p>ASAP</p> <p>ASAP - until Database is functioning</p>
<p>Time management improvements.</p>	<ul style="list-style-type: none"> <li>- diarize deadlines</li> <li>- do biweekly calendar 'outlook' - due with timesheets.</li> </ul>	<p>immed. ASAP</p> <p>immed. ASAP.</p>
<ul style="list-style-type: none"> <li>- needs computer/ Excel training.</li> <li>- tech. support.</li> </ul>	<ul style="list-style-type: none"> <li>• - BBO does it</li> <li>- Zelda to locate training + do it</li> </ul>	<p>- done by end of March.</p>

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

GOALS & OBJECTIVES STATEMENT: ZELDA WATT, ADMINISTRATIVE CLERK  
EVALUATION DATE: November 15, 2011

Development Desired	Plan for Development	Timeline
	•	
	•	•
	•	

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

Development Desired	Plan for Development	Timeline
	•	
	•	

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

**GOALS & OBJECTIVES STATEMENT:**           **ZELDA WATT, ADMINISTRATIVE CLERK**  
**EVALUATION DATE:**                           **November 15, 2011**

*Employment Start date: Hired April 28, 2010. Replace Chantelle RJ Assist. Moved to TT briefly (Cheryl sick) then went to LAO. Started TT in June 2011*

Development Desired	Plan for Development	Timeline
<ul style="list-style-type: none"> <li>• Complete file review to reflect what is going on in the field</li> </ul>	<ul style="list-style-type: none"> <li>• One worker at a time, one file at a time               <ul style="list-style-type: none"> <li>○ Sue/ Roberta</li> <li>○ Carol/ Doug</li> <li>○ Betty K</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• January 15 2012</li> </ul> Roberta and Sue – end of November Carol and Doug –December 20 <sup>th</sup> Betty K – January 15 <sup>th</sup>  (report by email)
<ul style="list-style-type: none"> <li>• Assist in Supportive Review</li> </ul>	<ul style="list-style-type: none"> <li>• Co-operate and inform Deb how the process works</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing until completion</li> </ul>
<ul style="list-style-type: none"> <li>• Quarterly Stats – using the database</li> </ul>	<ul style="list-style-type: none"> <li>• Begin from October – December. Put in <u>new</u> circles and Q3 60 and <u>closed</u> files</li> <li>• Hire someone 2<sup>nd</sup> and 3<sup>rd</sup> week of December</li> </ul>	<ul style="list-style-type: none"> <li>• Zelda to do 1<sup>st</sup> week of December</li> <li>• Q# into Data base by December 22 2011</li> </ul>
<ul style="list-style-type: none"> <li>• Update forms</li> <li>• Referral and circle reports done</li> <li>• Monthly tracking form needs revision</li> </ul>	<ul style="list-style-type: none"> <li>• Circle and other reports cc'ed (add)</li> <li>• Next mini-staff – address it and other forms</li> </ul>	<ul style="list-style-type: none"> <li>• ASAP</li> <li>• ASAP – until database is functioning</li> </ul>

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

Development Desired	Plan for Development	Timeline
<ul style="list-style-type: none"> <li>• Time management improvements</li> </ul>	<ul style="list-style-type: none"> <li>• Diarize deadlines</li> <li>• Do bi-weekly calendar 'outlook' – due with timesheets</li> </ul>	<ul style="list-style-type: none"> <li>• Immediately – ASAP</li> <li>• Immediately – ASAP</li> </ul>
<ul style="list-style-type: none"> <li>• Needs computer – Excel training</li> <li>• Tech. Support</li> </ul>	<ul style="list-style-type: none"> <li>• BDO does it</li> <li>• Zelda to locate training and do it</li> </ul>	<ul style="list-style-type: none"> <li>• Done by end of March 2012</li> </ul>



**ADMINISTRATION**  
Employee Performance Review



**EMPLOYEE INFORMATION**

Name **Zelda Watt**  
Job Title **TTP Administrative Clerk**  
Department **Talking Together Program**  
Review Period **November 2011 – December 2012**

Employee ID  
Date **December 14, 2012**  
Manager **Carol Kakegabon**

**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"/>
<i>Comments</i>	Zelda is very knowledgeable of the program but at times due to work load is playing catch up with general day to day duties. This can fluctuate over time.				
<b>Work Quality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	Zelda has proficient work quality and demonstrates excellent understanding of work ethic.				
<b>Attendance/Punctuality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	Zelda takes her position as administrative clerk seriously and is conscientious of her work hours.				
<b>Initiative</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>	Zelda makes every effort to educate and complete tasks upon request and independently.				
<b>Communication/Listening Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	Zelda makes every effort to understand and listen to all staff and accepts constructive criticisms in general. She also contributes to progress in a positive manner.				
<b>Dependability</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>	Zelda is reliable and a committed team player.				
<b>Overall Rating</b> (average the rating numbers above)	27/30				

**EVALUATION**

**ADDITIONAL COMMENTS**

Zelda is an asset to the program and continues to provide excellent administrative support to the program. Since the SPR she has adjusted and applies the necessary administrative challenges that are needed to function in a professional manner.

**GOALS**

(as agreed upon by employee and manager)

- training in excel and powerpoint
- to maintain and update current info in hard copy of client files and to establish a 2 day administration days every month
- continue supporting program review recommendations

**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

*Zelda Watt*

Date

*Jan 8/13*

Manager Signature

*Carol Kakegabon*

Date

*Jan 8/13*