

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

**COPY**

**Talking Together Facilitator**

*March 31/10 submitted*

<b>Name of Employee Being Reviewed:</b>	<i>Roberta Wesley</i>
<b>Job Title:</b>	<i>Talking Together Facilitator</i>
<b>Employed Since:</b>	<i>Jan. 4/10</i>
<b>Direct Supervisor:</b>	<i>Arlene Dodge</i>
<b>Last Review Date:</b>	<i>n/a</i>
<b>Date of This Review:</b>	<i>June 25 / 2010</i>
<b>Name of Reviewer(s):</b>	<i>Arlene Dodge</i>

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**

<b>Task/Item</b>	<b>Rating</b>	<b>Comments</b>
To complete training in the facilitation of Talking Circles;	<i>A</i>	<i>Orientation was done with two TTF's. ✓</i>

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

Task/Item	Rating	Comments
To receive and confirm referrals from the Coordinator or agency Liaison;	A/I	always learning new ways to get a referral completed - ✓
To open files for each referral and keep them up to date;	A	files are opened as each referral is faxed in or sent and kept up to date. ✓
To contact the Special Projects Manager on a daily basis;	A E	try to maintain daily contact but at times its impossible but overall good contact. ✓
To organize the Talking Circles including the briefing of all participants about the circle process and what will be expected of them;	A/I E	always important to make contact w all participants and the briefing ✓
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;	A E	I believe I'm a good report writer and love doing reports ✓

NISHNA WBE-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;	A E	always keep in contact with all participants to ensure service is being met and continued. ✓
To provide follow up reports and final reports once agreements are completed to the coordinator and the agency;	A E	always hand in reports as requested. ✓
To contribute to the evaluation process under the direction of the Coordinator;	A	yes always given opportunity to share ideas in our program. ✓
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;	A/I	always room to grow and teach our communities to walk together as one. ✓
To liaise with Elders, frontline workers and Chief and Council as needed to garner support for the pilot project and individual Talking Circles.	A E	Love liaising w Elders, frontline workers and promoting good PR always ✓

## NISHNAWBE-ASKI LEGAL SERVICES CORPORATION EVALUATION FORM

### OFFICE ADMINISTRATION

Task/Item	Rating	Comments
Submits monthly reports in a timely manner	A E	always on time, and quick to fill out reports. ✓
Submits travel reports and calendars at beginning of each and every month	A E	all expenses sent in as requested. ✓
Travel advance requests are submitted monthly	A E	always in advance and mini forecast
Travel Expense Reports submitted within one week of incurring expense	A E	try my best to give a lot of notice.
Requests for Leave are submitted at least 3 days prior to commencement of leave	A E	yes the plan had ones but emergency are called into the office.
Time sheets are submitted in a timely manner	A E	yes always submitted on days requested.
Knows and complies with NALSC office policies and requirements.	A E	Read the whole book on the 1st day of work
Works appropriate hours consistent with the personnel policy.	A E	Yes I work the 9am-5pm 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.	A	always accountable and ask questions, and informs all necessary parties ✓
Ensures assertive communication style is practiced as much as possible. Effectively communicates position and demonstrates that others positions are respected. Expression of feelings and opinions is honest, and appropriate.	A	mainly through email but love the office and work, co-workers are great ✓
Written communication is clear, concise, organized and persuasive. Plain language is used.	A	Written communication is clear and concise. ✓
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.	A	always professional on the phone and very well mannered. ✓

## 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.	A	Clients are always updated on all files and circle reports. ✓
Responds quickly to client telephone messages or other contact.	A/I	Sometimes unavailable but always try to respond as soon as possible. Don't like letting people wait. ✓
Communicates effectively with community groups and representatives ensuring that the Corporation's reputation is upheld and enhanced.	A	I believe I have developed this task in the city of Timmins. However more PR work in the process.
Complies with Board policies regarding media and other contact.	A	always follows any new board directives. ✓

### TEAM PLAYER

Task/Item	Rating	Comments
Understands the importance of his/her own and others jobs to the organization.	A E	Absolutely believes that Together Everyone ✓ Achieves More.

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

Task/Item	Rating	Comments
Assists others during peak load times.	A E	always willing to help out. goes above & beyond
Takes pride in his/her own and others' work and the results of the organization. Collaborates and consults with others, as necessary, to complete the work of the organization.	A E	always seeks approval of Manager ✓
Volunteers and makes useful contributions in meetings and committees.	A E	I believe I can do that as well ✓
Honours the ground rules for working in a productive and caring manner.	A E	always in a professional manner. ✓

**INTERPERSONAL**

Task/Item	Rating	Comments
Is attentive to others. Consults and collaborates with others as required. Addresses and resolves conflict onstructively. Uses appropriate humour and avoids hurtful gossip.	A E	Very caring Observant and lots of knowledge.

## NISHNAWBE-ASKI LEGAL SERVICES CORPORATION EVALUATION FORM

Task/Item	Rating	Comments
Calms irate clients.	A E	Have numerous training in this area and always nice to be able to teach clients to be calm. Calms Elder
Demonstrates the ability to motivate others.	A E	Is a very motivational person and I love my leadership skills.  I appreciate your professional attitude.

### 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.	A E	I always try to stay on top my work to be dependable and knowing my supervisor can rely on me when needed.
Assumes responsibility and expects to be held accountable for completing job assignments in an efficient and timely manner.	A E	mainly reports try to follow timelikes and stay up to date.
Provides supervisor with regular and prompt updates on the progress of work and possible problems on an as needed basis.	A E	Communication is very important especially when we are in a satellite office



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.	A E	I believe I am punctual sometimes too early, but if not there I call ASAP to head office.
Ensures office security at all times, and client confidentiality.	A E	Yes 19 yrs of expertise in this area. ✓

**EFFORT**

Task/Item	Rating	Comments
Consistently and dependably works towards the completion of job responsibilities, assigned tasks, and results to the fullest extent of his/her responsibilities.	A E	I always give it my all when at work. ✓
Maintains a regular flow of work without undue delay and the need for reminders.	A E	I try my best to always be ahead of the game. ✓
Work hours are used productively.	A E	9 <sup>am</sup> -5 pm works well for me. ✓

### NISHNAWBE-ASKI LEGAL SERVICES CORPORATION EVALUATION FORM

Task/Item	Rating	Comments
Brings enthusiasm to his/her work.	A E	always, wonderful sense of humour ✓✓

#### INITIATIVE

Task/Item	Rating	Comments
Identifies and takes on relevant and appropriate tasks when major responsibilities are completed.	A E	always willing to help out co-workers if needed. ✓
Identifies and strives to solve problems and offers innovative suggestions for positive change.	A E	I love to give my input and share my ideas, none no good kept in your head. ✓

#### JOB KNOWLEDGE

Task/Item	Rating	Comments
Knows the Corporation's goals, Board policies, office practices and procedures, and job responsibilities.	A ✓	Yes spent the day reading the yellow manual and always look back when needed.

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

Task/Item	Rating	Comments
Possesses professional or technical knowledge and skills required in the position.	A E	I believe I have professional technical and knowledge for this position. ✓ Child Welfare 10 yrs
Shows increasing skill in utilizing office equipment, particularly personal computers. This would include adequate typing and word processing skills, maintaining up to date directories, understanding computer network, backing up files appropriately.	A E	my office skills are average, I love to learn new things, and pretty much learn in stride. has shown TBay staff to operate

JUDGEMENT AND ANALYTICAL SKILLS

Task/Item	Rating	Comments
Identifies problems or opportunities within the parameters of his/her job. Sorts out peripheral issues and sets priorities accordingly. Collects and analyses data logically. Consults with others and refers to others appropriately. Develops and implements sound and timely solutions.	A E	It was really nice to have taken a course in school for this section. I am strong in this area as well. always good to ask questions. Course wk ✓

TIME MANAGEMENT

Task/Item	Rating	Comments
Understands the importance of using work time effectively and productively.	A E	I have grown to know and manage time effectively at the office and to be honest as well to maintain my professionalism. ✓

### NISHNAWBE-ASKI LEGAL SERVICES CORPORATION EVALUATION FORM

Task/Item	Rating	Comments
Makes appropriate priorities between work tasks.	A E	I make a to do list every week and try to stick to it, and I love to Multi-Task. ✓
Delegates as appropriate.	A E	If I need help I'm an awesome De legater. ✓

### GOALS & OBJECTIVES

Task/Item	Rating	Comments
Has met or exceeded the performance goals agreed to during the last evaluation. (detail if appropriate)	A E	I believe I met my goals however this is my first evaluation. ✓
Assists in the development of Corporation's goals, including accurately completing the report to the Board.	A	Have had a chance to work with this, at the Board Training in Thunder Bay ✓
Has met or exceeded goals agreed to by the Corporation staff overall, and assigned to him/her.	A E	Yes I'm still working on these goals. ✓

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## TRAINING

Task/Item	Rating	Comments
Undertakes, willingly, all training opportunities, and implements new skills and knowledge appropriately.	A E	always willing to learn new things and love the training.
Identifies new training opportunities needed, and develops an action plan.	A E	as part of the workplan yes always try to help coordinate.

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## GOALS & OBJECTIVES STATEMENT

Development Desired	Plan for Development (Include Timelines)
Would like to continue and further Education and pursue an Honors Bachelor of Social Work	September 2010 - to may 2013 . Distance Education.

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION  
EVALUATION FORM

Development Desired	Plan for Development (Include Timelines)

If you need more room, please attach.

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## PERFORMANCE REVIEW SUMMARY

### Supervisor's Summary

Roberta brings a wealth of experience other to her TTF duties. She adheres to NALSC policies. She is always able to provide and submit her reports as required. She is readily available to her colleagues w/ respect to debriefing and any further assistance that is required.

Roberta is a team player and shows great enthusiasm for her job. Within the TTC's she provides guidance to the participants w/ sound practical advice as a mediator / facilitator. Recommendation based on merit

CC Forward to Board  
 [Signature]

June 25 / 2010

Reviewer's Signature: [Signature] Date: [Date]



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## 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

[Empty box for Employee's Comments]

Employee's Signature

Date

#### Supervisor's Comments

[Empty box for Supervisor's Comments]

Supervisor's Signature

Date