



LEGAL AID

Employee Performance Review

EMPLOYEE INFORMATION	
Name <i>Roberta Wesley</i>	Employee ID
Job Title <i>CLW</i>	Date
Department <i>Legal Aid</i>	Manager <i>Mary Bird</i>
Review Period	<i>to 29 September 2016</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"/>
<i>Comments</i>					
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>					
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>					
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>					
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>					
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>					
Overall Rating <i>(average the rating numbers above)</i>					

EVALUATION	
ADDITIONAL COMMENTS <i>Roberta has shown great initiative in finding other training, is very proactive in obtaining information for applications, is reliable and enthusiastic.</i>	
GOALS <i>(as agreed upon by employee and manager)</i>	<i>To attain training in field of law. Attend a Justice Summit, paralegal training & LAD training</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>[Signature]</i>	Date <i>29/09/16.</i>
Manager Signature <i>[Signature]</i>	Date <i>29 September 2016</i>

Self-Evaluation Form

Employee Name: <u>Roberta Wesley</u>	Job Title: <u>Community Legal Worker</u>
Date: <u>Sept. 29, 2016</u>	Supervisor: <u>Mary Bird</u>

Please complete the following information to help prepare for your performance review. Use the spaces provided to include appropriate comments about your job and your performance.

1. What do you consider to be the top three to five priorities of your job as you understand them?

- I function as a Courtworker
- service band members from NAN Communities
- Legal Aid Applications. - Process / Enter
- provide paralegal, and law related services
- working with all justice personnel
- Reporting

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

My greatest accomplishment, success, and effort is being more efficient w the AO process and people soft.
Providing faster service to our First Nations

3. Complete the following sentence. *I believe that my greatest contribution to Nishnawbe-Aski Legal Services Corporation is:*

continuing to contribute my energy, my voice, my ideas, and promoting a healthy working and professional relationship in the communities I am responsible for.

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

The para legal field.

5. What activities or trainings have you participated in over the last review period in order to develop yourself professionally?

I have recently participated in a program called Kalnikonhviyohshera. Its fostering Emergence of the good mind. A journey of discovery in freeing yourself from the habits of mind. Strategic training & LAD Training.

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

I feel my performance is efficient, I do seek and do more as needed as it arises. I love my work.

7. Please complete the following. *I believe my goals and objectives for the coming year should be:*

to seek additional training in the field of law.

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

Attend a Justice Summit
→ training as it arises from LAD
→ Paralegal attain a Certificate.

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