



# LEGAL AID

Employee Performance Review

EMPLOYEE INFORMATION	
Name Doreen Stone	Employee ID
Job Title Legal Aid Assessment Officer	Date September 29, 2020
Department Legal Aid Department	Manager Heather Baillie
Review Period September 29, 2020	

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>	Excellent – good understanding of LAO and NALSC policy and procedures for delivery of legal aid services for NAN clients.				
<b>Work Quality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>	Excellent. Task completed in timely manner				
<b>Attendance/Punctuality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>	Always informs manager				
<b>Initiative</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	Performs tasks as requested. Always available to take on additional tasks and duties				
<b>Communication/Listening Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>	Following up with clients and following up with correspondence				
<b>Dependability</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>	Very reliable				
<b>Overall Rating</b> (average the rating numbers above)	29				

EVALUATION	
<b>ADDITIONAL COMMENTS</b>	Excellent employee. Health and Safety Committee member
<b>GOALS</b> (as agreed upon by employee and manager)	LAO – Area Committee training/processed Computer training - SharePoint/Excel Mental Health First Aid training

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>Doreen Stone</i>	Date <i>Oct 20/20</i>
Manager Signature <i>H Baillie</i>	Date <i>Oct 20/20</i>

## Self-Evaluation Form

Employee Name: Doreen Stone	Job Title: LAO ASSESSMENT OFFICER
Date: September 28, 2020	

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?

- Top priorities are to process legal aid applications, amendments, and travel, Coordinate Court Charters schedule Duty Counsel and Advice lawyer schedule. Prepare Area Committee matters, and communicate with Local Bar Panel.
- Assist the Community Legal Workers with any questions they may have.

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

I have been with NALSC 25 years and have established a great working relationship with staff, lawyers and crowns. I have excellent communication skills and provide the best skills and service to staff and lawyers.

I am a dedicated hardworking and trustworthy individual who offers a variety of office skills. I am to be the best that I can be at all times.

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

I would like to have more advanced training in Excel and sharepoint to provide better service to staff and agency partners.

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

I have taken the Mental Health training and have used those skills to successfully communicate with clients and gain a better understanding of how to assist those clients.

I continue to read the changes in coverage on Legal Aid, but still need more refreshers.

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

Better time management using Office 365 calendar and reminders. Often get easily distracted with phone calls and a better office set up to function at a better capacity.

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

My primary responsibility has been to provide administrative/supervisory support to the LAO Department. This includes scheduling advice lawyer calendars, Duty Counsel Calendars and preparing court charters and processing application, overseeing the travel arrangements, expense reports, correspondence, report preparation, supply ordering, filing, proofreading, coordinating reports issued by co-workers, etc

My objective is to be the best support staff for my supervisor to ensure our goals and objectives are met.

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

- Excel Training;
- Sharepoint Training (more design);
- First Aid Training;

8. Other Comments:

I feel that I perform all my duties with due diligence and an excellent mindset. I look forward to taking on more responsibilities and provide the best work I can. p

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