



# LEGAL AID

## Employee Performance Review

EMPLOYEE INFORMATION	
Name <b>Don Sainnawap</b>	Employee ID
Job Title <b>Community Legal Worker</b>	Date <b>22 Oct 14</b>
Department <b>WAO</b>	Manager <b>Mary Birel</b>
Review Period	

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>					
<b>Work Quality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i> <b>Need more information for family law.</b>					
<b>Attendance/Punctuality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>					
<b>Initiative</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>					
<b>Communication/Listening Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>					
<b>Dependability</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>					
<b>Overall Rating</b> (average the rating numbers above)					

EVALUATION
ADDITIONAL COMMENTS
GOALS (as agreed upon by employee and manager)
<b>Improve Portal skills.</b>

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 <b>Don Sainnawap</b>	Date <b>22 Oct 14</b>
Manager Signature	Date

# LEGAL AID

Employee Performance Review



EMPLOYEE INFORMATION	
Name Donald Sainnawap	Employee ID
Job Title Community Legal Worker	Date September 28, 2020
Department Legal Aid Department	Manager Heather Baillie
Review Period 2019 – September 28, 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>	Assist clients in completing legal aid application and entering on Peoplesoft. Assisting clients in retaining counsel, regular contact with duty counsel. Attending courts				
<b>Work Quality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	Responding the client inquiries and completing clients status updates. Enter applications on Peoplesoft, referrals to other agencies				
<b>Attendance/Punctuality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>	Excellent. 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>	Attend other courts as requested.				
<b>Communication/Listening Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>	Communicates and listens to clients' needs				
<b>Dependability</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>	Dedicated employee to NALSC. Will assist in covering additional courts and follow up with clients.				
<b>Overall Rating (average the rating numbers above)</b> 28					

EVALUATION	
ADDITIONAL COMMENTS	Excellent employee.
GOALS <i>(as agreed upon by employee and manager)</i>	Training – Legal and financial eligibility Peoplesoft – refresher training Computer 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 Don Sainnawap	Date October 7, 2020
Manager Signature <i>H Baillie</i>	Date <i>Oct 7/2020</i>

Self-Evaluation Form

Employee Name: Don Sainnawap	Job Title: CLW
Date: Sept 24/20	

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?

Punctuality, working and referring clients to right lawyers, being reliable

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

Being able to work independently, able to complete tasks, team player

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

Computer training, aboriginal rights, criminal/family law

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

Mostly reading materials online, asking/talking to lawyers

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

Organized, prioritize, stay focused

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

Continue learning about law/courts and working with clients

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

Attend conferences related to aboriginal and criminal law

8. Other Comments:

I have enjoyed working for NALSC all these years and hope to continue to work with the organization for awhile yet. I have always tried to do my job as CLW the best as I can.



# LEGAL AID

## Employee Performance Review

EMPLOYEE INFORMATION	
Name <i>Don Sainrawap</i>	Employee ID
Job Title <i>Community legal Worker</i>	Date <i>29 Jan 19</i>
Department <i>Legal Aid</i>	Manager <i>Mary Bird</i>
Review Period <i>? 27 Jan 19</i>	

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"/> 4½
Comments <i>Finance in for 4.0.5</i>					<i>7</i>
<b>Work Quality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments					
<b>Attendance/Punctuality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments <i>Always contact</i>					
<b>Initiative</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments <i>Make Advance Day work</i>					
<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					<i>4.9</i>
<b>Overall Rating</b> (average the rating numbers above)					

EVALUATION	
<b>ADDITIONAL COMMENTS</b> <i>1 Pads for CHW - need better life for LAO</i> <i>Being pushed out community on Advance days.</i>	
<b>GOALS</b> <i>(as agreed upon by employee and manager)</i> <i>New computers -</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>Don Sainrawap</i>	Date <i>Jan 29/19</i>
Manager Signature <i>Mary Bird</i>	Date <i>29 Jan 19</i>





# LEGAL AID

## Employee Performance Review

EMPLOYEE INFORMATION	
Name <b>Don Sannawee</b>	Employee ID
Job Title <b>CLW</b>	Date <b>17 May 16</b>
Department <b>LAO</b>	Manager <b>Mary Bird</b>
Review Period <b>Aug 15 - 17 May 16</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 type="checkbox"/>
Comments				<b>4.5</b>	
<b>Work Quality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments				<b>X</b>	
<b>Attendance/Punctuality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments					
<b>Initiative</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments				<b>X</b>	
<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
<p>GOALS (as agreed upon by employee and manager)</p> <p><b>People soft training</b> <b>Updating computer</b> <b>Criminal + family law training</b> <b>Biweekly / monthly meetings</b> <b>50+ articles held - late birth registrations</b></p>

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 <b>Don Sannawee</b>	Date <b>May 16/16</b>
Manager Signature <b>Mary Bird</b> <b>Heather Baulie</b>	Date <b>16 May 16</b> <b>May 17/16</b>



# LEGAL AID

Employee Performance Review

EMPLOYEE INFORMATION	
Name <i>Don Saininawap</i>	Employee ID
Job Title <i>Community Legal Worker</i>	Date <i>May 17/16</i>
Department	Manager <i>Mary Bird</i>
Review Period	

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 type="checkbox"/>
<i>Comments</i>					
<b>Work Quality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments - would like more training in Peoplesoft</i>					
<b>Attendance/Punctuality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>					
<b>Initiative</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>					
<b>Communication/Listening Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
<b>Dependability</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
<b>Overall Rating</b> (average the rating numbers above)					

EVALUATION
<b>ADDITIONAL COMMENTS</b> <i>- more training in Peoplesoft.</i>
<b>GOALS</b> <i>(as agreed upon by employee and manager)</i> <i>- training in Peoplesoft.</i> <i>- more training in criminal &amp; family law.</i> <i>- teleconferences - CLW monthly staff meetings.</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	Date
Manager Signature	Date

Self-Evaluation Form

Employee Name:	Job Title:
Date:	Supervisor:

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?  
Punctuality  
Team player  
Reliability

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 joined Nishnawbe-Aski Legal Services Corporation at the time when there was a turnover in Shibogama area. Since I have been employed by Nishnawbe-Aski I have being consistent in providing services to NAN clients. I feel confident in my position as CLW that I can handle most questions the clients ask about. However, any questions I'm not able to answer and that require legal advice are usually referred to advice lawyer.

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



*I think I'm a loyal person and a team player. I am honest and able to work with minimal supervision. I get along with my co-workers and able to cover for them whenever possible.*

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

I have been asked on numerous occasions to assist clients in delayed registration of birth, change of name and change of marital status. I've been getting questions about Indian status registration as well. I wouldn't mind attending a workshop and learning more about how to properly fill out the forms so I can better assist clients from my communities.

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

- Reading materials (books and internet)
- Talking and asking questions to lawyers

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

- Be organized
- Prioritize ( Make a do list)
- Good attitude
- Consistent

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

I hope to continue learning more about Canadian legal system (criminal and family law)

I also hope to learn to use peoplesoft.

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

- I would like to attend workshop(s) that relate to my position.