



POSITION TITLE

Employee Performance Review

EMPLOYEE INFORMATION	
Name Doreen Stone	Employee ID
Job Title Manager of Legal Aid	Date June 13, 2024
Department LEGAL AID	Manager Renzo Caron
Review Period December 3, 2023 to June 13, 2024	

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>	Excellent knowledge of the job duties. Able to work independently and handle tasks with ease.
Work Quality	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
<i>Comments</i>	I give 100% effort on my daily tasks and following on staff and providing direction. I am approachable and enjoy my job.
Attendance/Punctuality	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
<i>Comments</i>	I have excellent attendance and I provide notice when I will be away. I am available to staff early hours and after hours
Initiative	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
<i>Comments</i>	I take initiative if a task needs immediate attention. I will seek authorization and direction on how to proceed
Communication/Listening Skills	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
<i>Comments</i>	I communicate to the Directors via email providing updates on meetings. I am in daily contact with staff.
Dependability	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
<i>Comments</i>	I feel I am dependable and willing to assist all staff on any issue.
Overall Rating (average the rating numbers above)	30

EVALUATION	
ADDITIONAL COMMENTS	
I have enjoyed learning and working as a Team Player with the Upper Management of NALSC. I feel have been providing excellent leadership skills and direction to the staff in the LAO Department.	
GOALS <i>(as agreed upon by employee and manager)</i>	To take more management training to be a more effective Team Player

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

Goals and Performance Plan (GPP) – due by January 31st, reviewed in July

Date: June 13, 2024	Name of employee: Doreen Stone	Name of supervisor: Renzo Caron
Employee's main goals for this year:	To take more management training to be a more effective Team Player.	
How progress towards the goals will be measured:	Participating in all training programs offered.	
Next meeting date:		