



APPLICANT INTERVIEW RATING SHEET

Position: LA Assessment Officer

Applicant name: Jocelyn Rae

Questions (Allow 20-30 minutes)	Comments	1-low, 6-high
<p>1. Can you tell us a little about yourself? What languages are you able to speak?</p>	<p>Sandy Lake fluent - Ojibwe-Cree. Understand different dialect - Ojibwe Cree - can pick up. 3 children - hockey mom in Bayshore 2000 - Business Mgmt - Political Science/Indigenous Law</p>	<p>1--2--3--4--5--6 5</p>
<p>2. What do you know about Nishnawbe-Aski Legal Services Corporation and why do you want to work for the organization?</p>	<p>From communities in NW Territory employed 13 years - learn everyday like working w/ TTF Program - KJ LAO 2011 Love My Job - Community visits enjoy - interact w/ clients</p>	<p>1--2--3--4--5--6 5</p>
<p>3. What do you know about Legal Aid?</p>	<p>LA try to assist clients - if they do not qualify - know to justify financial - know how to assist clients</p>	<p>1--2--3--4--5--6 5</p>



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<p>4. Please outline any administrative experience and/or training that you have had.</p>	<p>Phone / copying talking to various organizations / clients mail - typing. - multi tasking Database. - Octopus.</p>	<p>1-2-3-4-5-6 4</p>
<p>5. What program software have you worked with? (Such as Microsoft (Word, Excel) Office 365, Teams, Adobe, etc)</p>	<p>Word / excel / PS / Outlook. Publisher /</p>	<p>1-2-3-4-5-6 4</p>
<p>6. Have you ever had to make a risky decision? Why? How did you handle it?</p>	<p>Interview Murder. / scanned lasted an hour. - talked to him tried not to rush... rough life Witness / Buls Cousin charged - declared cog / did not handle any of his files data base - stayed away</p>	<p>1-2-3-4-5-6 4</p>



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<p>7. Could you please provide an example of a time when you had to deal with a difficult coworker. How did you handle the situation?</p>	<p>Former supervisor - very adamant about use of personal phone Supervisor yelled at her. - Waited a day to talk to supervisor. calm/cool collected to gather composure.</p>	<p>1--2--3--4--5--6</p> <p style="font-size: 2em; color: blue;">D</p>
<p>8. How does your personal, professional, or general background fit the mission of NALSC?</p>	<p>P- member of NAU speak krojaj know how to live up North - can relate P.- know people / connections crowns / lawyers - professionally. like to work w NAU people we should work together to provide services</p>	<p>1--2--3--4--5--6</p>
<p>9. Please tell us what you know about Court processes?</p>	<p>Charge / call LAO - (time served) lawyers will call - Bail Court - released (NOT) set date - Prelim. Hearings. - <u>TRIAL</u></p>	<p>1--2--3--4--5--6</p> <p style="font-size: 2em; color: blue;">D</p>



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<p>10. As a LAO Legal Aid worker you are often required to ask our clients very difficult questions about their backgrounds, finances and personal lives and this can lead clients to become defensive or abusive. Have you ever been in a situation such as this and if so how did you handle it?</p>	<p>clients call & swear they think it's ok to talk to us. - calm down come @ question a new way: get info. calmly talk to the client. - situation of 2 walk ins - be calm</p>	<p>1--2--3--4--5--6</p>
<p>12. Scenario: You accept a written referral for a client who has an imminent time deadline. If she does not meet this deadline, she could lose her driver's license and her livelihood. You inadvertently schedule an appointment for her on a date after that deadline has passed. You realize your mistake when entering the referral information into an office database a day before the deadline. What do you do?</p>	<p>Call to see if we change or get try to make it - sooner find a person who can do it. - find a lawyer -</p>	<p>1--2--3--4--5--6</p>
<p>11. Why should we hire you for this position?</p>	<p>I'm organized. - comfortable talking to lawyers. Know where to go - where to find info - plans. - had 2 great teachers</p>	<p>1--2--3--4--5--6</p>
	<p>Total score:</p>	<p>/66</p>



APPLICANT INTERVIEW RATING SHEET

Position: LA Assessment Officer

Applicant name: Jordan

Have you ever been convicted of Criminal Offense? ("if so, would you like to share?") Y/N (0)

If no to above: "Can you provide us with a Criminal Record Check?" Y/N (0)

Do you have access to reliable transportation? Y/N (0)

Are you able and willing to fly for Court? Y/N (0)

If you are the successful candidate and offered the position, how soon would you be able to start? Immediately

What are your salary expectations? Committed / Retired #

Have you provided references? If so, do you give us permission to contact them? Y/N (0)

Do you have any questions for us about the position or the organization? Y/N (0)

NOTES

NO - doing the job

(5/6)

Dec. back.

Evaluator signature: [Signature]



APPLICANT INTERVIEW RATING SHEET

Position: LA Assessment Officer

Applicant name: Jocelyn Rae

Questions (Allow 20-30 minutes)	Comments	1-low, 6-high
<p>1. Can you tell us a little about yourself? What languages are you able to speak?</p>	<p>- From Sandy Lake - speaks Ojibwe fluently - some Cree - 3 yrs, hockey coach, in - TB since 2000 - @ NAL Legal</p>	<p>1-2-3-4-5-6 ✓</p>
<p>2. What do you know about Nishnawbe-Aski Legal Services Corporation and why do you want to work for the organization?</p>	<p>- Love the NAL commitment - want to work legal for - 13 yrs, work with - program for first - full time to 2010 - Passion for work - loves her work</p>	<p>1-2-3-4-5-6 ✓</p>
<p>3. What do you know about Legal Aid?</p>	<p>- Creative in determining - eligibility for LA. - 13 yrs @ NAL Legal</p>	<p>1-2-3-4-5-6 ✓</p>



APPLICANT INTERVIEW RATING SHEET

Position: LA Assessment Officer

Applicant name: Jordyn Rae

<p>4. Please outline any administrative experience and/or training that you have had.</p>	<p>- intake concerning calls mail, typing, multilingual - 3 yr admin B yr CPR Legal Legal</p>	<p>1--2--3--4--5--6</p>
<p>5. What program software have you worked with? (Such as Microsoft (Word, Excel) Office 365, Teams, Adobe, etc)</p>	<p>MS Office PeopleSoft, Data</p>	<p>1--2--3--4--5--6</p>
<p>6. Have you ever had to make a risky decision? Why? How did you handle it?</p>	<p>- serious criminal files (murder) - long actua. testimony - conflict (Economic) applied - recovered herself.</p>	<p>1--2--3--4--5--6</p>



APPLICANT INTERVIEW RATING SHEET

Position: LA Assessment Officer

Applicant name: Jocelyn Rae

<p>7. Could you please provide an example of a time when you had to deal with a difficult coworker. How did you handle the situation?</p>	<p>At my former Co worker supervisor, eg of job he yelled at me for - his speaking to his boss. - calm down next a.m. explained situation of am to call after situation co worker apologized. (Informing)</p>	<p>1--2--3--4--5--6</p>
<p>8. How does your personal, professional, or general background fit the mission of NALSC?</p>	<p>From family I do speak language. know community (city) and am identify in person.</p>	<p>1--2--3--4--5--6</p>
<p>9. Please tell us what you know about Court processes?</p>	<p>good network of professional I like to work to others → cooperatively.</p> <p>charge - call for it - but out for 1/2 - lawyer set date(s)</p>	<p>1--2--3--4--5--6</p>



APPLICANT INTERVIEW RATING SHEET

Position: LA Assessment Officer

Applicant name: Jocelyn Rose

<p>10. As a LAO Legal Aid worker you are often required to ask our clients very difficult questions about their backgrounds, finances and personal lives and this can lead clients to become defensive or abusive. Have you ever been in a situation such as this and if so how did you handle it?</p>	<p><i>sometimes applicants are rude/venting - foul language</i> <i>- act as active listener</i> <i>- calm caller down.</i></p>	<p>1--2--3--4--5--6</p>
<p>12. Scenario: You accept a written referral for a client who has an imminent time deadline. If she does not meet this deadline, she could lose her driver's license and her livelihood. You inadvertently schedule an appointment for her on a date after that deadline has passed. You realize your mistake when entering the referral information into an office database a day before the deadline. What do you do?</p>	<p><i>- get in earlier date</i> <i>- contact client + explain.</i></p>	<p>1--2--3--4--5--6</p>
<p>11. Why should we hire you for this position?</p>	<p><i>- organized - more comfortable to return</i> <i>of work - a step forward</i> <i>process - it flows</i> <i>- great mentors</i></p>	<p>1--2--3--4--5--6</p>
	<p>Total score:</p>	<p>/66</p>



APPLICANT INTERVIEW RATING SHEET

Position: LA Assessment Officer

Applicant name: *Jocelyn Rae*

Have you ever been convicted of Criminal Offence? ("if so, would you like to share?") Y/N

If no to above: "Can you provide us with a Criminal Record Check?" Y/N

Do you have access to reliable transportation? Y/N

Are you able and willing to fly for Court? Y/N

If you are the successful candidate and offered the position, how soon would you be able to start? *current*

What are your salary expectations? *retro for 6 mos - due to coverage during leave*
6 mos

Have you provided references? If so, do you give us permission to contact them? Y/N

Do you have any questions for us about the position or the organization? Y/N

NOTES

Evaluator signature: _____



APPLICANT INTERVIEW RATING SHEET

Position: ^{Sr.} LA Assessment Officer

Applicant name: Jocelyn Rae

Questions (Allow 20-30 minutes)	Comments	1-low, 6-high
1. Can you tell us a little about yourself? What languages are you able to speak?	<ul style="list-style-type: none"> → Sandy lake → Ojicree fluently ↳ understand ojibway some Cree → 3 boys; hockey mom → In TBAY since 2000 → University. 	<div style="border: 1px solid black; padding: 2px; display: inline-block;">1--2--3--4--5--6</div>
2. What do you know about Nishnawbe-Aski Legal Services Corporation and why do you want to work for the organization?	<ul style="list-style-type: none"> → cover 49 communities; NAN Territory → been here for 13 yrs → learn something everyday → work well w/ other departments → legal Aid in 2011 → loves what she does; interact w/ clients, stakeholders 	<div style="border: 1px solid black; padding: 2px; display: inline-block;">1--2--3--4--5--6</div>
3. What do you know about Legal Aid?	<ul style="list-style-type: none"> → help people even if they dont qualify; provides resources to others who dont qualify. → help clients get a lawyer; find resources 	<div style="border: 1px solid black; padding: 2px; display: inline-block;">1--2--3--4--5--6</div>



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Applicant name: _____

<p>4. Please outline any administrative experience and/or training that you have had.</p>	<p>→ phone/copying → answering calls; talking w/ clients & other orgs → Typing → multi-tasking → mailing</p>	<p>1--2--3--4--5--6</p>
<p>5. What program software have you worked with? (Such as Microsoft (Word, Excel) Office 365, Teams, Adobe, etc)</p>	<p>→ word, excel → people soft → outlook → publisher</p>	<p>1--2--3--4--5--6</p>
<p>6. Have you ever had to make a risky decision? Why? How did you handle it?</p>	<p>→ done a few interviews on murder charges ↳ talked w/ client 1-on-1 ↳ needed someone to talk to; talk about his life; allowed to ask questions; → decision; not rush; wanted to talk</p>	<p>1--2--3--4--5--6</p>

had a rough life.
 → cousin was charged w/ murder asked another lawyer to take file.
 ↳ kept it confidential



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<p>7. Could you please provide an example of a time when you had to deal with a difficult coworker. How did you handle the situation?</p>	<p>→ was on phone w son; not allowed to use personal phone at work. Coworker yelled at her to get off phone → closed door; talked w her the next morning behind closed door. → They came + apologized.</p>	<p>1--2--3--4--5--6</p>
<p>8. How does your personal, professional, or general background fit the mission of NALSC?</p>	<p>→ Personal → from sandy lake associate w people feel up north; can relate to people who come for trips or schooling → Professional → know people from other orgs, crowns etc. → work w others not just in her program</p>	<p>1--2--3--4--5--6</p>
<p>9. Please tell us what you know about Court processes?</p>	<p>→ if client gets charged; they call NAN Legal → time served → lawyers would call → Bail court; might get out. → lawyers set trial / date → preliminary hearing. → Trial.</p>	<p>1--2--3--4--5--6</p>



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<p>10. As a LAO Legal Aid worker you are often required to ask our clients very difficult questions about their backgrounds, finances and personal lives and this can lead clients to become defensive or abusive. Have you ever been in a situation such as this and if so how did you handle it?</p>	<p>→ people call swearing & think its okay to talk to workers like that. → calmed down / asked her nicely what she is calling for. → calmly talk to them → asked individual to leave</p>	<p>1--2--3--4--5--6</p>
<p>12. Scenario: You accept a written referral for a client who has an imminent time deadline. If she does not meet this deadline, she could lose her driver's license and her livelihood. You inadvertently schedule an appointment for her on a date after that deadline has passed. You realize your mistake when entering the referral information into an office database a day before the deadline. What do you do?</p>	<p>→ call where they have an appointment to get an earlier date ↳ Try & make it as soon as they can ↳ call others who are available</p>	<p>1--2--3--4--5--6</p>
<p>11. Why should we hire you for this position?</p>	<p>→ Organized → Can do the work / job → know who she needs to talk too or who to ask. → two great teachers previously</p>	<p>1--2--3--4--5--6</p>
	<p>Total score:</p>	<p>/66</p>



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Position: LA Assessment Officer

Applicant name: _____

Have you ever been convicted of Criminal Offence? ("if so, would you like to share?") Y/N N

If no to above: "Can you provide us with a Criminal Record Check?" Y N

Do you have access to reliable transportation? Y N

Are you able and willing to fly for Court? Y N

If you are the successful candidate and offered the position, how soon would you be able to start? working in position

What are your salary expectations? 6 months retro Y N

Have you provided references? If so, do you give us permission to contact them? Y N
↳ December

Do you have any questions for us about the position or the organization? Y/N N

NOTES _____

Evaluator signature: Liberty Gorman