



COMMUNITY LEGAL WORKER

Employee Performance Review

EMPLOYEE INFORMATION

Name Madelaine Kioke

Employee ID

Job Title Community Legal Worker

Date January 24, 2022

Department Legal Aid

Manager Don Rusnak
Heather Ballie

Review Period October 2021 – January 24, 2022

RATINGS

1 = Poor 2 = Fair 3 = Satisfactory 4 = Good 5 = Excellent

Job Knowledge

1 2 3 4 5

Comments Assist clients, referrals, provide direction in courts, follows up with communities
Up to date with changes, communicates with clients in Cree

Work Quality

1 2 3 4 5

Comments Completes applications and follows up with clients, referrals
On going training with Peoplesoft

Attendance/Punctuality

1 2 3 4 5

Comments Always advises manager and staff

Initiative

1 2 3 4 5

Comments Always willing to assist with clients and staff

Communication/Listening Skills

1 2 3 4 5

Comments Email and respond to office staff for updates, follows up with clients
Follows direction from Manager

Dependability

1 2 3 4 5

Comments Dedicated employee

Overall Rating (average the rating numbers above)

EVALUATION

ADDITIONAL COMMENTS Dedicated employee

GOALS Organizing and focusing on assisting persons requiring services
(as agreed upon by employee and manager)

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 *Madelaine Kioke*

Date Feb 4, 2022

Manager Signature *H. Ballie*

Date Feb 11/21