



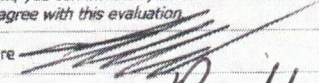

# COMMUNITY LEGAL WORKER

Employee Performance Review

EMPLOYEE INFORMATION	
Name Robert Ostamas	Employee ID
Job Title Community Legal Worker	Date January 24, 2022
Department Legal Aid	Manager Don Rusnak Heather Baillie
Review Period October 2021 – January 24, 2022	

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>	Started employment October 2021. Assisting client in completing legal aid, attending virtual court. Follows up with staff for guidance in role as a CLW. On going training – financial assessments for YO's					
<b>Work Quality</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	Applications are complete. Weekly reports received.					
<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 or staff, Timesheets and leave forms submitted.					
<b>Initiative</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	Follow up with clients,					
<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 the communities, taking applications from clients,					
<b>Dependability</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>	Reliable, - follows up with calls, responds to calls and emails					
<b>Overall Rating</b> (average the rating numbers above)						

EVALUATION	
<b>ADDITIONAL COMMENTS</b>	Following up with clients is challenging, learning to work from home Probation period extended 3 months to April 24, 2022
<b>GOALS</b> (as agreed upon by employee and manager)	Improve taking legal aid applications – Family and youth Manager to provide legal and financial eligibility guidelines Connecting with the communities.

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 February 07, 2022
Manager Signature 	Date February 8/22