COMMUNITY LEGAL WORKER





Name Robert Ostamas Job Title Community Legal Worker Department Legal Aid			Employee ID Date January 24, 2022			
						Manager
			eview Period October 2021 – January 2	4, 2022		
ATINGS					5 = Excellent	
	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excessent	
ob Knowledge Started employment Octobe	r 2021. Assisting cli	Ll ent in completing	legal aid, attending vir	tual court. Follo	ws up with staff fo	
guidance in role as a CLW. On going training – financial						
Vork Quality			G		.	
Comments Applications are complete. V	Veekly reports receiv	red.				
Attendance/Punctuality	<u></u>			C		
Comments Always informs manager or	staff, Timesheets an	d leave forms sul	omitted.			
Initiative			<u> </u>			
Comments Fallow up with clients,						
Communication/Listening Skills						
Commante Following up with the comm	nunities taking annli	cations from dier	rts.			
Comments Following up with the comm			w	Page 1	···	
	nunities, taking appli	cations from dier	ds,	<u> </u>		
Dependability	<u> </u>	О	w	Q		
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Comments Reliable, - follows up with a Overall Rating (average the rating number EVALUATION ADDITIONAL COMMENTS Following up	calls, responds to call hers above)	Is and emails	o work from home			
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