



LEGAL AID ASSISTANT
Employee Performance Review

EMPLOYEE INFORMATION	
Name Ashley Richards	Employee ID
Job Title Legal Aid Assistant	Date January 5, 2023
Department Legal Aid	Manager <i>Don Rusnak</i> <i>Heather Baillie</i>
Review Period	June 1, 2022 – January 5, 2022

RATINGS					
	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	Assist in legal aid, seek more clarification on tasks assigned				
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	Performs tasks assigned.				
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	Notifies manager, submits forms on HRIS. Will notify manager of weekly schedule				
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	Performs tasks as assigned, Will follow up and advise manager of workload. Ongoing training in legal aid (Peoplesoft, courts, travel)				
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>	Follows direction, sets up team meetings and takes minutes, participates in team meetings and training				
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>	Reliable and performs other tasks as needed. Fills in reception duties when required. Team player				
Overall Rating (average the rating numbers above)					

EVALUATION	
ADDITIONAL COMMENTS	Continue training taking legal aid application and becoming familiar with Legal Aid eligibility guidelines Follow up with manager with on going training and assigned tasks
GOALS <i>(as agreed upon by employee and manager)</i>	Attend northern courts (advance & court day) Assist staff with schedules, legal aid, correspondence as needed Assist staff lawyers as needed. Training – Excel

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 <i>Ashley Richards</i>	Date <i>Feb 6, 2023</i>
Manager Signature <i>H Baillie</i>	Date <i>Feb 6/2023</i>