# COMMUNITY LEGAL WORKER
Employee Performance Review

## EMPLOYEE INFORMATION

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|---|---|
| Name    Lena Okees | Employee ID |
| Job Title    Community Legal Worker | Date    February 1, 2023 |
| Department    Legal Aid | Manager    Don Rusnak/Heather Balle |
| Review Period    October 24/23    To    February 1/23 | |

## RATINGS

| | 1 = Poor | 2 = Fair | 3 = Satisfactory | 4 = Good | 5 = Excellent |
|---|---|---|---|---|---|
| **Job Knowledge** | ☐ | ☐ | ☐ | X | ☐ |
| Comments    Requesting more resources for job – criminal code charges to enter on Peoplesoft | | | | | |
| **Work Quality** | ☐ | ☐ | ☐ | X | ☐ |
| Comments    Follow up with consent and declaration forms to complete legal aid.  Direction from assessment officers. Part of ongoing training for Peoplesoft. | | | | | |
| **Attendance/Punctuality** | ☐ | ☐ | ☐ | ☐ | X |
| Comments    Informs the manager of schedule, submits timesheets, leave request, travel advance and claims in a timely manner. | | | | | |
| **Initiative** | ☐ | ☐ | ☐ | ☐ | X |
| Comments    Community follow ups, covers advance and courts on short noticecommunity visits | | | | | |
| **Communication/Listening Skills** | ☐ | ☐ | ☐ | ☐ | X |
| Comments    Follows up with tasks, attends the virtual and courts, attends all meetings.  Updates office staff with legal aid inquiries. | | | | | |
| **Dependability** | ☐ | ☐ | ☐ | ☐ | X |
| Comments    Covers the courts while staff are away. | | | | | |
| **Overall Rating** (average the rating numbers above) | | | | | |

## EVALUATION

ADDITIONAL COMMENTS    Coordinating a community visit in Lac Seul  on February 24 to provide NALSC information and assist person with legal aid etc.

GOALS
(as agreed upon by employee and manager)    Training – how to deal/interview clients

Peoplesoft training

## 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.

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|---|---|---|---|
| Employee Signature | Lena Okeese | Date | February 6, 2023 |
| Manager Signature | *HBalle* | Date | *Feb 6/23* |