



COMMUNITY LEGAL WORKER
Employee Performance Review

EMPLOYEE INFORMATION

Name: Jacqueline Edwards
Employee ID:
Job Title: Community Legal Worker
Date: January 24, 2022
Department: Legal Aid
Manager: Don Ruinak
Heather Baillie
Review Period: September 28, 2020 to January 24, 2022

RATINGS

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

Job Knowledge
Assist clients, Attend courts, Referrals
Comments: more training in financial eligibility guidelines

Work Quality
Applications completer, referrals, prepares for courts
Comments:

Attendance/Punctuality
Working from home
Comments: Advises manager and staff

Initiative
Follows up with the communities and clients who need to attend court
Comments: Advance courts
Assists coworkers

Communication/Listening Skills
Communicate with Managers and seeks direction
Comments:

Dependability
Dedicated employee - covering additional courts as requested
Comments:

Overall Rating (average the rating numbers above)

EVALUATION

ADDITIONAL COMMENTS: Dedicated employee

GOALS (as agreed upon by employee and manager):
Training - Financial and Legal eligibility guidelines
Zoom

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: *Jacqueline Edwards* Date: Feb. 10/22
Manager Signature: *A Baillie* Date: Feb 11/22