



COMMUNITY LEGAL WORKER
Employee Performance Review

EMPLOYEE INFORMATION	
Name Evangeline Meekis	Employee ID
Job Title Community Legal Worker	Date January 24, 2022
Department Legal Aid	Manager Don Rusnak Heather Baillie
Review Period October 2021 – January 2023	

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"/>
Assist clients , Attend courts, Referrals					
<i>Comments</i>					
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Completing application and entering applications Assessment officer providing training					
<i>Comments</i>					
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>					
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Follows up with the communities and clients who need to attend court Advance courts					
<i>Comments</i>					
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Follow up with Managers					
<i>Comments</i>					
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dedicated employee – covering additional courts as requested, and follows up with clients					
<i>Comments</i>					
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, Outlook

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	Date email rec'd Feb 14/22 - attached
Manager Signature H Baillie	Date Feb 14/22

Heather Baillie

From: Evangeline Meekis
Sent: February 14, 2022 10:38 AM
To: Heather Baillie
Subject: Performance
Attachments: Evangeline Meekis - Performance Evaluation January 24-2022.pdf

Goodmorning i did a text in hope you get my signature