



# COMMUNITY LEGAL WORKER

Employee Performance Review

EMPLOYEE INFORMATION	
Name Don Sainnawap	Employee ID
Job Title Community Legal Worker	Date January 24, 2022
Department Legal Aid	Manager Don Rusnak Heather Baillie
Review Period September 28, 2020 to January 24, 2022	

RATINGS	
	1 = Poor      2 = Fair      3 = Satisfactory      4 = Good      5 = Excellent
<b>Job Knowledge</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
<i>Comments</i>	Assist client with legal aid, referrals and entering applications on Peoplesoft. Virtual courts
<b>Work Quality</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
<i>Comments</i>	Applications are complete. Follow up with clients
<b>Attendance/Punctuality</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
<i>Comments</i>	Always informs the manager and staff.
<b>Initiative</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
<i>Comments</i>	Attends other courts when requested. Follows up with communities
<b>Communication/Listening Skills</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
<i>Comments</i>	Communicates and listens to client needs, Follows up with request and inquiries
<b>Dependability</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
<i>Comments</i>	Very reliable
<b>Overall Rating</b> (average the rating numbers above)	

EVALUATION	
ADDITIONAL COMMENTS	Excellent employee.
GOALS (as agreed upon by employee and manager)	Resume in person training - Peoplesoft

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 Don Sainnawap	Date Feb 7/22
Manager Signature Heather Baillie	Date Feb 7/22