



LEGAL AID

Employee Performance Review

EMPLOYEE INFORMATION	
Name Cheryl Suggashie	Employee ID
Job Title PLECC	Date
Department LAO	Manager Danielle Wood
Review Period	3 months from October 19 th 2020

RATINGS	
	1 = Poor 2 = Fair 3 = Satisfactory 4 = Good 5 = Excellent
Job Knowledge	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 5 <input type="checkbox"/>
<i>Comments</i>	Cheryl is able to effectively navigate tasks with minimal instruction and minimal supervision. She has developed strong relationships with coworkers to navigate sometimes complex demands.
Work Quality	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 5 <input type="checkbox"/>
<i>Comments</i>	Cheryl is attentive to detail. She goes above and beyond.
Attendance/Punctuality	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 5 <input type="checkbox"/>
<i>Comments</i>	Cheryl is dependable and accountable.
Initiative	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 5 <input type="checkbox"/>
<i>Comments</i>	Cheryl undertakes more than requested at all assigned task. She is prepared and on time. Cheryl has strong time management skills.
Communication/Listening Skills	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 5 <input type="checkbox"/>
<i>Comments</i>	Cheryl is an effective communicator. She is not shy to ask questions. She consistently provides updates without request.
Dependability	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 5 <input type="checkbox"/>
<i>Comments</i>	Cheryl is always available and ready to assist.
Overall Rating (average the rating numbers above)	

EVALUATION	
ADDITIONAL COMMENTS	Thanks for everything Cheryl. I look forward to continuing to work together on implementing NALSC's mandate, and Improving Access to Justice for Nishnawbe Aski Nation.
GOALS (as agreed upon by employee and manager)	<ul style="list-style-type: none"> -PLE Workshops. -Improved outreach and communication plan for NALSC. -Wawatay Radio Shows.

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>Cheryl Suggashie</i>	Date January 28th 2021
Manager Signature	Date