



PLE COORDINATOR

Employee Performance Review

EMPLOYEE INFORMATION	
Name Cheryl Suggashie	Employee ID
Job Title Public Legal Education & Communications Coordinator	Date October 25, 2022
Department Legal Aid	Manager – Don Rusnak Heather Baillie
Review Period – Heather Baillie and Colette Shwetz 10/26-2020 to 10/25/202	

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"/> 4.5	<input type="checkbox"/>
<i>Comments</i>	Quick learner, developing and delivery PLE information to the communities, updating resources for NALSC,				
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>	Excellent. Updating website, newsletter, annual reports, brochures updated in a timely matter. Provides resources when requested. Team player				
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>	Punctual and reliable				
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>	Overseeing special projects and working within the budgets. Working with NAN communities and external agencies. Willing to assist/training staff. Reviewing and updating all outdate PLE resources and website				
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>	Excellent. Team player. Communicates with staff requests for PLE and resources.				
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>	Dependable and reliable, Willing to take the initiative to learn - website training, zoom, proposals				
Overall Rating (average the rating numbers above) 29.5					

EVALUATION	
ADDITIONAL COMMENT	Cheryl is an excellent employee and team player in providing services to NAN communities and members. Cheryl is a quick learner and knowledgeable in her role as PLE Education and Communications Coordinator. Cheryl has overseen 2 special projects and learning budgets the past year.

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GOALS <i>(as agreed upon by employee and manager)</i>	Multitasking – Proposals – working within timeline Visiting the communities – PLE Training – Graphic Arts, IT Technical training (Radio equipment)

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 November 4, 2022
Manager Signature Heather Baillie <i>H Baillie</i>	Date October 31/22