



**LEGAL AID**  
Employee Performance Review

**EMPLOYEE INFORMATION**

Name	Darlene Suggashie	Employee ID	
Job Title	Community Legal Worker	Date	September 28, 2020
Department	Legal Aid Department	Manager	Heather Baillie
Review Period	January 2020 – September 28, 2020		

**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 checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Comments</b>	Completing legal aid applications, attending court, referrals. Assisting clients in court.				
<b>Work Quality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Comments</b>	Completes applications and forwards to the office. Follow up with clients and lawyers.				
<b>Attendance/Punctuality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Comments</b>	Always informs manager				
<b>Initiative</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Comments</b>	Performs tasks as requested.				
<b>Communication/Listening Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Comments</b>					
<b>Dependability</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Comments</b>					
<b>Overall Rating (average the rating numbers above)</b>	28				

**EVALUATION**

**ADDITIONAL COMMENTS** Excellent employee.

**GOALS (as agreed upon by employee and manager)** Legal aid training – Peoplesoft financial and legal eligibility.

**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	<i>Darlene Suggashie</i>	Date	Oct. 15, 2020
Manager Signature	<i>H Baillie</i>	Date	Oct. 16, 2020

Self-Evaluation Form

Employee Name: Darlene Suggashie	Job Title:CLW
Date: September 25 2020	

Please complete the following information to help prepare for your performance review. Use the spaces provided to include appropriate comments about your job and your performance.

1. What do you consider to be the top three to five priorities of your job as you understand them?

- confidentiality
- Being informative
- Assisting people fill out applications and getting a lawyer

2. What do you see as your greatest accomplishment or successful efforts since the beginning of your employment with Nishnawbe-Aski Legal Services Corporation?

Helping people be well informed in when there next court date is, and being able to help them contacting a lawyer

3. In what area or areas would you like to gain more experience, training or education?

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4. What activities or trainings have you participated in to develop yourself professionally?

5. What could you do to perform your job duties and assigned tasks more efficiently?

- Ive already got it, a cellphone so I can be able to call out long distance for people who need to get a hold of their lawyers, because ever since the Covid happened, I haven't been able to go to my office on a regular basis to use the phone

6. What are your primary *goals and objectives* for your position and program as a \_\_\_\_\_ *community legal aid* \_\_\_\_\_ *worker*?

To help people get a lawyer before there next court date, or get them in touch with duty council if they are first offenders and don't really need a lawyer to help them with there case

7. What kinds of professional development activities would you like to do during the coming year?

8. Other Comments: