



COMMUNITY LEGAL WORKER

Employee Performance Review

EMPLOYEE INFORMATION

Name Darlene Suggashie

Employee ID

Job Title Community Legal Worker

Date February 3, 2022

Department Legal Aid

Manager Don Rusnak
Heather Bailie

Review Period October 2021 – February 3/22

RATINGS

1 = Poor 2 = Fair 3 = Satisfactory 4 = Good 5 = Excellent

Job Knowledge



Comments Assist clients and follows up, referrals, provide direction in courts,

Work Quality



Comments Completes applications and follows up with clients, referrals
On going training with Peoplesoft

Attendance/Punctuality



Comments Always advises manager and staff

Initiative



Comments Always willing to assist with clients and staff

Communication/Listening Skills



Comments Email and respond to office staff for updates, follows up with clients
Follows direction from Manager

Dependability



Comments Dedicated employee

Overall Rating (average the rating numbers above)

EVALUATION

ADDITIONAL COMMENTS Dedicated employee

GOALS Dedicated employee
(as agreed upon by
employee and manager)

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 *D. Suggashie*

Date *Feb, 7, 2022*

Manager Signature *Heather Bailie*

Date *Feb 7/22*