



COMMUNITY LEGAL WORKER

Employee Performance Review

EMPLOYEE INFORMATION	
Name Roberta Wesley	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
Job Knowledge	<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. Follow up with clients – to attend courts virtually				
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	Enter more detailed notes on Peoplesoft				
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>	Working from home and the band office				
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>	Follows up with the client to ensure they attend court.				
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>	Communicates and listens to client needs Email and respond to office staff for updates				
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i>	Dedicated employee – covers and follows up with courts, staff and client requests.				
Overall Rating (average the rating numbers above)					

EVALUATION	
ADDITIONAL COMMENTS	Dedicated employee
GOALS (as agreed upon by employee and manager)	Looking into Paralegal training.

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	Date Jan 24/22
Manager Signature	Date May 5/22