**Employee Name:** Enter Employee’s Full Name

**Job Title:** Enter Employee’s Job Title

**Date of Performance Review:** Enter Date of Performance Review Completion

**Definitions**

**Outstanding:** Performance is distinguished and far exceeds requirements of the job.

**Exceeds Expectations:** Performance is exceptional and usually exceeds job requirements.

**Meets Expectations:** Meets all job requirements.

**Needs Improvement:** Performance is below the standards and requirements of the job.

**Not Effective:** Performance is well below requirements of the job and is unacceptable.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Outstanding** | **Exceeds Expectations** | **Meets Expectations** | **Needs Improvement** | **Not Effective** |
| **Access to Justice and Housing Outreach Eviction Prevention Grant Coordinator** |  |  |  |  |  |
| * Maintains accurate records, data, and statistics |  |  |  |  |  |
| Comments: | Enter Comments Here | | | | |
| * Provides programmatic grant stats, monthly reports, and quarterly narrative reports |  |  |  |  |  |
| Comments: | Enter Comments Here | | | | |
| * Recruits, selects, trains, and manages performance of community navigators |  |  |  |  |  |
| Comments: | Enter Comments Here | | | | |
| * Supports community navigators’ presentations and outreach efforts |  |  |  |  |  |
| Comments: | Enter Comments Here | | | | |
| * Manages social media and outreach efforts for programs |  |  |  |  |  |
| Comments: | Enter Comments Here | | | | |
| **Supervise Illinois Welcome Center case managers for POC North and South** |  |  |  |  |  |
| * Meets regularly with case managers to review cases |  |  |  |  |  |
| Comments: | Enter Comments Here | | | | |
| * Provides expertise and assistance on difficult cases |  |  |  |  |  |
| Comments: | Enter Comments Here | | | | |
| * Serves as central intake for cases received through social media |  |  |  |  |  |
| Comments: | Enter Comments Here | | | | |
| * Provides direct service to clients; conducts consultations to determinate eligibility and assists clients with completing appropriate immigration forms and applications |  |  |  |  |  |
| Comments: | Enter Comments Here | | | | |
| * Provides training and shares knowledge of current immigration and housing policy updates |  |  |  |  |  |
| Comments: | Enter Comments Here | | | | |
| * Manages IWC data and monthly reports |  |  |  |  |  |
| Comments: | Enter Comments Here | | | | |
| **ROLE Women’s Leadership Program Manager** |  |  |  |  |  |
| * Manages POC Sewing Studio, including all social media and outreach efforts |  |  |  |  |  |
| Comments: | Enter Comments Here | | | | |
| * Engages with women in ROLE to keep pulse on community needs |  |  |  |  |  |
| Comments: | Enter Comments Here | | | | |
| * Mentors and assists ROLE members on issues, including career development, immigration, housing, family counseling, and domestic problems |  |  |  |  |  |
| Comments: | Enter Comments Here | | | | |
| * Facilitates opportunities for local artists, including organizing artist markets with community partners, artist fairs at POC, and social media outreach |  |  |  |  |  |
| Comments: | Enter Comments Here | | | | |
| **Serve as Site Director for POC South in Hanover Park** |  |  |  |  |  |
| * Creates and implements innovative community outreach efforts to reach potential new clients |  |  |  |  |  |
| Comments: | Enter Comments Here | | | | |
| * Manages all media and communications for POC South |  |  |  |  |  |
| Comments: | Enter Comments Here | | | | |
| **Serve as in-house expert on immigration, housing, and public benefits and disseminate knowledge to POC staff** |  |  |  |  |  |
| * Stays up to date on immigration law and regulations of the United States Citizenship and Immigration Services that impact our clients |  |  |  |  |  |
| Comments: | Enter Comments Here | | | | |
| * Participates in professional development including attending workshops, trainings, conferences and in-service meetings and distribute important information to staff to ensure they remain up-to-date on immigration law |  |  |  |  |  |
| Comments: | Enter Comments Here | | | | |
| **Develop new and maintain current positive partnerships with community organizations and stakeholders and conduct outreach to community originations regarding immigration services and housing** |  |  |  |  |  |
| Comments: | Enter Comments Here | | | | |
| **Assist with grant writing as needed including writing narrative sections for grants** |  |  |  |  |  |
| Comments: | Enter Comments Here | | | | |