

Observation of Caseworker

Caseworker: _____	Date: ____/____/20____
Reviewer: _____	
Client Name: _____	UFN: _____
Venue: Pol Stn / Office Att / Mags Court / Crown Court / Other: _____	

1.	Brief Description of Attendance:
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2.	Preparation for Attendance	1	2	3	4	5	N/A
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3.	Performance						
	a) Legal Knowledge	1	2	3	4	5	N/A
	b) Fluency	1	2	3	4	5	N/A
	c) Confidence	1	2	3	4	5	N/A
	d) Influencing Skills	1	2	3	4	5	N/A

4.	Communication and Client Handling Skills?	1	2	3	4	5	N/A
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5.	Were all issues dealt with appropriately?	Y	N
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6.	Any other Observations / Comments
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7.	Any corrective action / further training necessary?
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8.	Overall Assessment of attendance:	1	2	3	4	5	N/A
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