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Staffing

(Note: In the E-Book version, click on the title to jump to an individual form.)

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How to Use The E-Book Version of This Book

This digital copy of your Advanced Implementation System includes Smart Forms with fillable fields (any form with a highlighted field), clickable links to audio files, articles and forms.

By clicking the audio icon you will be able to access recorded telephone conferences from both our Rainmakers Program and Graduate Network. (FYI : Any forms referred to in these programs are already included in this system.)

Be sure to look for these icons. Each will direct you to a relevant file download:



Articles



Audio



Forms

Checkplan for Staffing 1-2-3 Pre-Recruitment through Hiring Phase

FORM 1.00

Pre-Recruitment Phase:

- Determine Labor Needs (Form 1.01, 1.02)
- Write Job Description
 - Refer to Job Descriptions for Ideas (Form 1.03)
- Decide on Ad Placement
 - Browse On-line Recruiting Sources (Form 1.04)
 - Consider Local Newspapers, State and Local Bar News
- Create and Place Ad
 - Refer to Ad Examples for Ideas on Phrasing (Form 1.05, 1.06)

Recruitment Phase:

- Review Incoming Resumes
 - Delegate, if possible, to a Staff Person
- Create Three (3) Categories of Resumes:
 1. Recommended
 2. Possible
 3. Unsuitable
- Give to Hiring Partner to Review
- Call the Recommended Group and Set Interview Appointments
- Check References
- Send Thank You Letters to Unsuitable Applicants (Form 2.05)

Test & Interview Phase:

- Candidates Fill Out Job Application (Form 2.03)
- Administer Personality Test PRIOR to Interview
 - Call the Omnia Group @ 1-800-525-7117
- Conduct the Interview
 - Refer to the Interviewing Tips Sheet (Form 2.02)
 - Use the Interview Evaluation Sheet (2.04)
- Administer Skills Testing for Support Personnel (Form 3.02 - 3.06)
 - Refer to Administration Sheet for Instructions (Form 3.01)
- Compare the Quality of the Candidates
- Score the Interview Evaluations Sheets and Test Scores -- Compare
- Make an Offer
 - Refer to Job Description for Salary Reference (Form 1.03)

Division of Functions Worksheet

FORM 1.01

Function:

- Marketing _____ %
- Administration _____ %
- Management _____ %
- Meet with Clients _____ %
- Give Legal Advice/Strategize _____ %
- Supervise Files/Cases _____ %
- Trial Work _____ %
- Attend Hearings _____ %
- Take Depositions _____ %
- Document Delivery Meetings _____ %
- Conduct Interviews _____ %
- Research _____ %
- Draft Pleadings _____ %
- Write Briefs/Summaries _____ %
- Document Assembly _____ %
- Designated Hitter (Client Support) _____ %
- Acquire Records _____ %
- Conflicts Check _____ %
- Filing _____ %
- Organizing _____ %
- Scheduling _____ %
- Word Processing _____ %
- Copying _____ %
- Answering Phones _____ %
- Errands _____ %

Position:

Partner

Attorney

Associate

Paralegal*

Legal Assistant*

Legal Secretary*

Secretary

Receptionist

* Check Individual State Requirements

* Does not contain bookkeeping tasks

Labor Needs Assessment Worksheet

FORM 1.02



1. What kind of work is to be done? _____

2. What personality characteristics do you want your new person to possess?

Check the Characteristics that MOST APPLY to the Job Requirements							
<input type="checkbox"/>	good people skills	<input type="checkbox"/>	enthusiastic	<input type="checkbox"/>	direct & outspoken	<input type="checkbox"/>	cautious
<input type="checkbox"/>	extroverted	<input type="checkbox"/>	attentive to detail	<input type="checkbox"/>	calm	<input type="checkbox"/>	cheerful
<input type="checkbox"/>	amiable	<input type="checkbox"/>	helpful	<input type="checkbox"/>	analytical	<input type="checkbox"/>	likes variety
<input type="checkbox"/>	considerate	<input type="checkbox"/>	a team player	<input type="checkbox"/>	gregarious	<input type="checkbox"/>	empathetic
<input type="checkbox"/>	cooperative	<input type="checkbox"/>	needs acceptance	<input type="checkbox"/>	practical	<input type="checkbox"/>	pragmatic
<input type="checkbox"/>	able to make things happen	<input type="checkbox"/>	self-managing	<input type="checkbox"/>	high-energy	<input type="checkbox"/>	systematic
<input type="checkbox"/>	confrontational	<input type="checkbox"/>	methodical	<input type="checkbox"/>	argumentative	<input type="checkbox"/>	assertive
<input type="checkbox"/>	likes to please	<input type="checkbox"/>	diplomatic	<input type="checkbox"/>	poised	<input type="checkbox"/>	non-confrontational
<input type="checkbox"/>	likes autonomy	<input type="checkbox"/>	takes initiative	<input type="checkbox"/>	thorough	<input type="checkbox"/>	poised
		<input type="checkbox"/>	risk-adverse	<input type="checkbox"/>	perfectionist	<input type="checkbox"/>	agreeable

3. What level of experience do you want the new person to possess? _____

4. List the skills you wish the new person to possess: _____

Job Descriptions for Legal Assistants

Legal Assistant Managers: may also be known as Supervisors, Directors of Legal Assistant Services, or Paralegal Coordinators. Those in this position spend all of their time managing and are responsible for recruiting, interviewing and hiring Legal Assistants.

Working Managers/Supervisors: function as both Managers and Legal Assistants.

Senior Legal Assistants: once worked as Legal Assistants or Case Managers and demonstrated an ability to supervise or train their peers in the firm. They may have also met the firm criteria for senior status and may be specialists in a practice area.

Legal Assistants/Paralegals: assist attorney(s) by handling matters ranging from factual research and cite-checking to plea-drafting and coordinating document production. This position includes all substantive function in practice areas that do not require a law degree.

Specialists: provide special services to clients, such as nurse consultants, specialists, environment technicians, or CPAs.

Legal Assistant Clerks: generally work under the supervision of a legal assistant, and their duties include document numbering, labeling folders, filing and other clerical tasks that require no substantive knowledge of matter or litigation.

Legal Assistant/Paralegal Salaries by City	
City	Average Base Salary
Atlanta	\$40,452
Boston	\$39,270
Houston	\$46,112
Los Angeles	\$41,132
New York City	\$30,448

Online Recruiting Sources

FORM 1.04



Review the following list of sites to see if any meet your on-line recruiting needs...

Attorneysatwork.com

LawJobs.com

lawyersweekly.com

nationjob.com/legal

seamless.com/jobs

emlawyer.com

(\$9.95/mo. All candidate postings emailed and firm posts free!)

assistu.com

ivaa.org

alanet.org (Association of Legal Administrators)

OTHER:

Staffcentrix.com (a virtual assistance center)

udictate.com (phone dictation svc)

Tips for On-line Recruiting

Take advantage of the expansive space, don't use as many abbreviations as you would in a newspaper.

Describe skills using the kind of "key words" that a candidate would use in searching.

Post the salary if trying to reach the "passive" candidate.

WHAT TO INCLUDE IN THE AD

Describe the firm's history, position and/or culture:

entrepreneurial, progressive, prestigious, community-oriented, the recognized leader in, growing, expanding, enjoy the collegial atmosphere, well-established...

Describe the location of the firm:

in the heart of the business district, conveniently located, just steps from the courthouse, a short drive from downtown...

Describe the firm's benefits:

medical, dental, child-care, flex-time, in-house training programs, paid tuition, firm concierge, sky box for sporting events...

Sample Ads: Firm Administrator/Office Manager Position

1

National labor and employment firm seeks a professional manager with outstanding communication, planning and organizational skills to handle all aspects of administration. Strong interpersonal skills are essential. Supervise support staff, monitor capital/operating budgets and expenses; work with building and facilities maintenance; oversee computer and office equipment; serve as liaison with administrative office on benefits administration, payroll, etc., and handle day-to-day workflow and deadlines. Successful candidate should have five plus years related human resource/law office management experience. Beautiful office, wonderful people, competitive salary and benefits. Equal opportunity employer. Please call _____ for more information.

2

Small, rapidly growing Washington, D.C. law firm seeks a Firm Administrator to lead our support team. Responsibilities include hiring, training, and scheduling support staff; coordination of attorney hiring; maintenance of office equipment and supplies; management of filing and storage facilities, and backing up the financial officer. Candidates should have extensive office and human resource management experience. Compensation depends on experience and will be competitive. Send resume to _____ .

3

A nine-lawyer firm in Boston, MA seeks a Legal Administrator with management experience and financial, computer, and human resource skills. Experience in a law firm is preferred. In conjunction with the Managing Member, the Legal Administrator will be responsible for working on firm budgeting, expenditures and employee benefits; supervision and training of employees; oversee marketing and web page; policies and procedures; computer network; and general welfare of the firm. Excellent compensation package. Please send resume to _____ .

4

A 22-attorney law firm with offices in Salt Lake City and Oregon, Utah, is seeking a Firm Administrator with management experience and strong financial, computer, human resources and analytical skills. Duties include overall responsibility for day-to-day management of the firm's finances and non-legal staff. A college degree and understanding of accounting principles and computerized accounting software are required. Please send resume with salary history and requirements to _____ .

Sample Ads: Attorneys

1

Associate

One of South Florida's finest law firm's seeks Associates to fuel their continued growth: Corporate Associate with 3 - 6 years experience in General Corporate, M & A and Securities, Corporate Senior Associate with an emerging, portable clientele. Great opportunities and practice environment with top compensation packages. Explore your career options now. All resumes accepted in strict confidence.

2

Attorney

Excellent opportunities for lateral candidates interested in joining a growing firm that offers a high-degree of client service. Seeking progressive candidates who want to be a part of a firm with a vision for the future. Must be very computer literate. Excellent writing skills and academic credentials required. Must be detail-oriented and work independently in a team environment. Salary commensurate with experience. Send resume and writing sample to _____.

3

Attorney

Well-established law firm seeks experienced (7 - 10 years or more) Estate Tax Planning and Probate practitioner (preferably Board Certified) to build on and eventually take over expanding practice area. Top flight practitioners, collegial working environment, excellent earning potential and a rapidly growing community make this an exceptional opportunity for the right candidate...

4

Contract Attorney

San Francisco based firm is seeking an experienced and highly motivated transactional attorney with a minimum of six years subject matter experience to assist in drafting, reviewing and negotiating software licenses and distribution agreements - U.S. and international. This position would begin as a part-time, outside consultant with the opportunity to become full-time with our firm. If interested, please submit your resume and billable rates to _____ .

Choosing Among Candidates

Consider the Applicant's Needs

Gain the applicant's cooperation and respect, by:

- Arriving early;
- Treating applicants with equal respect and sincerity;
- Establishing a relaxed, yet businesslike, atmosphere where open communication is encouraged.

Provide Information about the Job

- Job responsibilities
- Working conditions/location
- Salary range
- Benefits
- Expectations and goals of the organization
- Steps in the placement process and when the applicant can expect a decision

Ask the Applicants for the Information You Need to Make an Intelligent Decision

- Past experience
- Personal goals
- Education
- Skills
- Attitude
- Past Achievements
- Values

Use Skillful Questioning Techniques to Obtain the Most Information

1. **Ask open-ended questions, rather than yes/no questions.**
 - What did you most like about your last job?
 - What are your long-range career goals?
2. **Use short questions to avoid influencing an applicant's response.**
 - Then what did you do?
 - In what sense?
3. **Listen carefully.**
Ask for more information, if necessary, before going on to the next question. You'll learn more from listening than from talking.
4. **Find out what the candidate knows.**
Ask questions about the person's field of knowledge, but avoid intimidating him or her with your knowledge. You'll learn more if the candidate is not afraid of you.
5. **Encourage value judgments.**
 - How do you feel about punctuality?
 - Conduct on the job?
 - Personal commitment to a task?
 - Relationships with other workers?

Remember, some questions regarding personal information such as age, marital status and religion are not appropriate and should not be asked during an interview. If you have questions about what subjects should NOT be covered in an interview, consult with your human resources officer or your local EEOC office.

Interviewing Tips

FORM 2.02



Instructions: Follow the questions listed on the Interview Evaluation Form to prompt questions on the applicant's experience, education, job knowledge, etc. Use the questions listed below to learn more about the applicant's workstyles, personal assessment of themselves and their skills.

General Interviewing Questions:

- Why are you changing jobs right now?
- Why are you interested in working with us?
- Tell me about yourself.
- What are your personal career goals?
- Where do you hope to be in five years?

Questions to Learn about the Candidates Workstyles:

- How do you like to be managed?
- What was your best employment experience, what was your worst?
- What are your strengths? Weaknesses

Questions to Explore Possibilities with the Candidate:

- If you were offered this position, what would inhibit your ability to perform the first 90 days?
- Our hours are: _____ to _____, would you have a problem with these hours?
- Do you have any questions about the position?

Questions for Hiring Support Positions:

- Which is more important to you: winning, impressing others, pleasing others or helping others?
- Give me five adjectives that describe you.
- What makes you think you can do this job?
- What do you do when you make a mistake?
- What parts of your last position did you like best? Least?

Tips for Hiring Attorneys:

- Ask to see writing samples.
- Give them hypothetical questions to test their legal judgment.
- Give them documents to prepare or the equivalent test for your practice area.

Application for Employment

FORM 2.03

PLEASE PRINT

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify our office in advance.

Position(s) applied for _____ Date of application ___/___/___

Name _____ Social Security # _____

LAST FIRST MIDDLE

Address _____

STREET CITY STATE ZIP CODE

Telephone # () _____ Mobile Phone # () _____ E-mail Address _____

If you are under 18, and it is required, can you furnish a work permit? Yes No

If no, please explain _____

Have you ever been employed here before? If yes, give dates and positions _____ Yes No

Are you legally eligible for employment in this country?..... Yes No

Date available for work: ___/___/___ What is your desired salary range?..... \$ _____

Type of employment desired | Full-Time Part-Time Temporary Seasonal Internship

Are you able to meet the attendance requirements of the position?..... Yes No

Have you ever pleaded "guilty" or "no contest" to, or been convicted of a crime?..... Yes No

If yes, please provide date(s) and details _____

ANSWERING "YES" TO THESE QUESTIONS DOES NOT CONSTITUTE AN AUTOMATIC BAR TO EMPLOYMENT. FACTORS SUCH AS DATE OF THE OFFENSE, SERIOUSNESS AND NATURE OF THE VIOLATION, REHABILITATION AND POSITION APPLIED FOR WILL BE TAKEN INTO ACCOUNT.

Employment History

Provide the following information of your past four (4) employers, assignments or volunteer activities, starting with the most recent.

FROM	TO	EMPLOYER	TELEPHONE # ()
STARTING JOB TITLE	FINAL JOB TITLE	ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
MAY WE CONTACT YOUR SUPERVISOR FOR REFERENCE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later			
REASON FOR LEAVING		HOURLY RATE OF PAY/SALARY START \$ _____ PER _____ FINAL \$ _____ PER _____	
FROM	TO	EMPLOYER	TELEPHONE # ()
STARTING JOB TITLE	FINAL JOB TITLE	ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
MAY WE CONTACT YOUR SUPERVISOR FOR REFERENCE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later			
REASON FOR LEAVING		HOURLY RATE OF PAY/SALARY START \$ _____ PER _____ FINAL \$ _____ PER _____	
FROM	TO	EMPLOYER	TELEPHONE # ()
STARTING JOB TITLE	FINAL JOB TITLE	ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
MAY WE CONTACT YOUR SUPERVISOR FOR REFERENCE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later			
REASON FOR LEAVING		HOURLY RATE OF PAY/SALARY START \$ _____ PER _____ FINAL \$ _____ PER _____	
FROM	TO	EMPLOYER	TELEPHONE # ()
STARTING JOB TITLE	FINAL JOB TITLE	ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
MAY WE CONTACT YOUR SUPERVISOR FOR REFERENCE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later			
REASON FOR LEAVING		HOURLY RATE OF PAY/SALARY START \$ _____ PER _____ FINAL \$ _____ PER _____	

Skills & Qualifications

Summarize any training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying. _____

Educational Background (if job related)

NAME AND LOCATION	# OF YEARS COMPLETED	DID YOU GRADUATE?		COURSE OF STUDY
		MAJOR	DEGREE	
HIGH SCHOOL				
COLLEGE				
OTHER				

References (Please provide the names of three persons you are not related to, whom you have known at least one year.)

NAME	TELEPHONE	NUMBER OF YEARS KNOWN
	()	
	()	
	()	

Applicant Statement & Authorization

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

Signature of Applicant



Date

INTERVIEWED BY	DATE
COMMENTS	

INTERVIEWED BY	DATE
COMMENTS	

Thank You Letter Template

FORM 2.05

Date

Candidate Name

Address

Re: Your Interest In Our Firm

Dear Candidate:

On behalf of all of us at _____, we would like to thank you for (taking the time to send us your resume... OR...coming in and interviewing with us). We are always flattered when candi-dates of your caliber seek employment with us.

With the opportunity to review so many resumes, our choice has been difficult and thus prolonged. We greatly appreciate your patience in this process. We are sorry to announce that, after careful consideration, our team has decided to (focus our time, energy and efforts on another candidate who will bring exactly the kind of experience we consider essential to this position...OR...hire another candidate who is a better fit for the position.)

We wish you much success in finding a position that interests you!

All the best,

Name

Title

Atticus Skills Assessment Series Administration Instructions

FORM 3.01

Using one or more of these tests in your hiring process will add more objectivity to your employment decisions and will help you determine the best candidate for your firm. Here is how to use them:

1. Look over the job description to determine the skills needed by the applicants, then match them to the appropriate assessments. Applicants should only be tested on those skills he or she will perform on the job. Do this in advance of the interview appointment.
2. Assemble the appropriate tests and read through the instructions ahead of time. Be prepared to answer any questions that may come up.
3. The test should be administered in a quiet room with no distractions.
4. Provide the applicants with a ballpoint pen and tell them to press firmly to ensure clear answers.
5. Upon introducing the test, let the applicants know that they will have a specific number of minutes to complete their answers. Tell them, “This test is intended to evaluate the basic qualifications required by the job. You will have _____ minutes to complete it.”
6. Once the candidates have read the test instructions, begin timing the test.
7. When the time limit is reached, say, “Stop!”. The candidate should not be allowed to answer any more questions.
8. Thank the candidates for their cooperation.
9. Test results should always be considered along with the other information you have gathered in your hiring process in order to form a complete picture of the candidate. You may want to administer the tests to your own employees to create your own firm-specific benchmark.
10. To score the test, follow the scoring instructions printed on the answer sheet. A low test score indicates that there is a strong probability that the applicant possesses limited abilities in that skill. A high test score indicates that the applicant probably possesses a high level of ability in the skill.

Atticus Skills Assessment Series Test Scores

FORM 3.02

Skills Assessment Test	Scores
20 answers correct	A
18 answers correct	B
16 answers correct	C
14 answers correct	D

Atticus Skills Assessment Series Filing

FORM 3.03

SCORE

Name *(please print)* _____

Date _____

Below are 20 questions that measure how quickly you can file names, numbers and dates. Place an "X" in the box that identifies the location where you would file the underlined name, number or date. Names should be filed by last name. Look at the example at the right.

Example:

Sue Warminster
 Jim Walker Charles Watson Dennis Wilson Claude Worster

The name Sue Warminster should be filed after Jim Walker but before Charles Watson. Place the "X" between Jim Walker and Charles Watson.

You will have **2 minutes** to answer as many questions as you can.

STOP HERE UNTIL INSTRUCTED TO BEGIN TEST.

1. Matthew Knott
 Judith Klausch Glen Knight Andi Koch Dale Kraft
2. 477-1956
 447-1948 457-1960 467-1952 477-1954
3. Barry Brodrick
 Patty Bogart Pam Bonn Bev Broaden Terri Buckland
4. 05/22/96
 07/27/95 07/17/96 09/04/96 01/19/97
5. Jennifer DeCampo
 Ed DeCarlo Alex Dillon Jean Dobson Tony Dressler

6. 255-81-3653
 251-76-7891 267-92-8324 271-04-3720 271-28-1295
7. Bradley Jones
 Bev Jones Bonnie Jones Bryan Jones Carson Jones
8. 4365 1833
 4365 1734 4365 1827 4365 1831 4365 1837
9. Rose Rosario
 Paul Resnick Bob Revelle Miriam Rosario Pat Rose
10. 04/20/94
 10/31/93 03/25/94 05/01/94 11/17/94

11. John Parker
 Jane Parker Joan Parker Jon Parker Justin Parker
12. 126-80-1101
 126-80-2100 126-80-3001 126-81-0001 126-81-0100
13. Beverly Lender
 Al Landrow Don Leighton Bill Lender Carol Leonti
14. 15678324
 15678119 15678321 15678424 15678500
15. Emma Campbell
 Doug Calhoun Ed Campbell Sue Cassell May Casselman

16. May 5, 1994
 Feb. 7, 1994 Apr. 11, 1994 July 28, 1994 Sept. 3, 1994
17. Anna Johnson
 Abby Johnson Anne Johnston Aaron Jones Albert Jones
18. 02-01-97
 01-01-94 05-07-95 01-08-96 01-19-97
19. Donald Stilton
 Jan Seal Wendi Stillman Donnie Stilton Jules Sutton
20. 542 00125
 541 00245 541 01000 542 98258 543 11011

Atticus Skills Assessment Series Filing Answer Sheet

FORM 3.03b

SCORE

Name (please print) _____

Date _____

How to score:

The correct answers are indicated below. To determine the score, count the number of correct answers checked. Write this number in the score box above. If an applicant checks off more than one answers to a question, no points should be given for that question.

1. Matthew Knott
 Judith Klausch Glen Knight Andi Koch Dale Kraft
2. 477-1956
 447-1948 457-1960 467-1952 477-1954
3. Barry Brodrick
 Patty Bogart Pam Bonn Bev Broaden Terri Buckland
4. 05/22/96
 07/27/95 07/17/96 09/04/96 01/19/97
5. Jennifer DeCampo
 Ed DeCarlo Alex Dillon Jean Dobson Tony Dressler

6. 255-81-3653
 251-76-7891 267-92-8324 271-04-3720 271-28-1295
7. Bradley Jones
 Bev Jones Bonnie Jones Bryan Jones Carson Jones
8. 4365 1833
 4365 1734 4365 1827 4365 1831 4365 1837
9. Rose Rosario
 Paul Resnick Bob Revelle Miriam Rosario Pat Rose
10. 04/20/94
 10/31/93 03/25/94 05/01/94 11/17/94

11. John Parker
 Jane Parker Joan Parker Jon Parker Justin Parker
12. 126-80-1101
 126-80-2100 126-80-3001 126-81-0001 126-81-0100
13. Beverly Lender
 Al Landrow Don Leighton Bill Lender Carol Leonti
14. 15678324
 15678119 15678321 15678424 15678500
15. Emma Campbell
 Doug Calhoun Ed Campbell Sue Cassell May Casselman

16. May 5, 1994
 Feb. 7, 1994 Apr. 11, 1994 July 28, 1994 Sept. 3, 1994
17. Anna Johnson
 Abby Johnson Anne Johnston Aaron Jones Albert Jones
18. 02-01-97
 01-01-94 05-07-95 01-08-96 01-19-97
19. Donald Stilton
 Jan Seal Wendi Stillman Donnie Stilton Jules Sutton
20. 542 00125
 541 00245 541 01000 542 98258 543 11011

Atticus Skills Assessment Series

Attention to Detail

FORM 3.04

SCORE

Name (please print) _____

Date _____

Below are 20 pairs of names, addresses, and number combinations. Look at each pair and decide whether they are exactly the same or different, then put an "X" in the appropriate box. Look at the example to the right.

Example:

352-01 352-01

Same Different

You will have **2 minutes** to answer as many as you can.

STOP HERE UNTIL INSTRUCTED TO BEGIN TEST

- | | | | | |
|-----|--------------------------|---------------------------|-------------------------------|------------------------------------|
| 1. | 4507 S.W. Anderson St. | 4507 S.E. Anderson St. | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 2. | 1794468.30 | 1794468.30 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 3. | Cell# 818-620-4331 | Cell# 810-620-4331 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 4. | 09/23/95-5/31/98 | 09/23/95-5/31/98 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 5. | Jackson M. Miller | Jackson N. Miller | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 6. | DL-973261118 | DL-973361118 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 7. | 51326-45-LTD | 51326-45-LTD | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 8. | Order #307721-588 | Order #307721-558 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 9. | Colson Enterprises, Inc. | Colsen Enterprises, Inc. | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 10. | 1755 Lake Lucerne Circle | 17555 Lake Lucerne Circle | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 11. | P.O. #0327-196 | PO #0327-196 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 12. | 151 10 72113 12 | 151 10 72113 12 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 13. | AARP-AAARRGG | AARP-AARRGG | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 14. | 8211364.013111 | 8211364.013311 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 15. | \$93615 CS 10922 | \$93615 CS 10992 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 16. | St. Petersburg, FL 81243 | St. Petersburg, FL 81243 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 17. | 15-09-87-03-15-95 | 15-09-89-03-15-95 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 18. | SV-XX3277-VV021 | SV-XX3277-VV1021 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 19. | Order #0001111333 | Order #0001113333 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 20. | 89228733-478935 | 89228733-478935 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |

Atticus Skills Assessment Series

Attention to Detail Answer

FORM 3.04b

SCORE

Name (please print) _____

Date _____

How to score: The correct answers are indicated below. To determine the score, count the number of correct answers checked. Write this number in the score box above. If an applicant checks off more than one answer to a question, no points should be taken off for that question.

- | | | | |
|-----|--------------------------|---------------------------|--|
| 1. | 4507 S.W. Anderson St. | 4507 S.E. Anderson St. | <input type="checkbox"/> Different |
| 2. | 1794468.30 | 1794468.30 | <input checked="" type="checkbox"/> Same |
| 3. | Cell# 818-620-4331 | Cell# 810-620-4331 | <input type="checkbox"/> Different |
| 4. | 09/23/95-5/31/98 | 09/23/95-5/31/98 | <input checked="" type="checkbox"/> Same |
| 5. | Jackson M. Miller | Jackson N. Miller | <input type="checkbox"/> Different |
| 6. | DL-973261118 | DL-97336118 | <input type="checkbox"/> Different |
| 7. | 51326-45-LTD | 51326-45-LTD | <input checked="" type="checkbox"/> Same |
| 8. | Order #307721-588 | Order #307721-558 | <input type="checkbox"/> Different |
| 9. | Colson Enterprises, Inc. | Colsen Enterprises, Inc. | <input type="checkbox"/> Different |
| 10. | 1755 Lake Lucerne Circle | 17555 Lake Lucerne Circle | <input type="checkbox"/> Different |
| 11. | P.O. #0327-196 | PO #0327-196 | <input type="checkbox"/> Different |
| 12. | 151 10 72113 12 | 151 10 72113 12 | <input checked="" type="checkbox"/> Same |
| 13. | AARP-AAARRGG | AARP-AARRGG | <input type="checkbox"/> Different |
| 14. | 8211364.013111 | 8211364.013311 | <input type="checkbox"/> Different |
| 15. | \$93615 CS 10922 | \$93615 CS 10992 | <input type="checkbox"/> Different |
| 16. | St. Petersburg, FL 81243 | St. Petersburg, FL 81243 | <input checked="" type="checkbox"/> Same |
| 17. | 15-09-87-03-15-95 | 15-09-89-03-15-95 | <input type="checkbox"/> Different |
| 18. | SV-XX3277-VV021 | SV-XX3277-VV1021 | <input type="checkbox"/> Different |
| 19. | Order #0001111333 | Order #0001113333 | <input type="checkbox"/> Different |
| 20. | 89228733-478935 | 89228733-478935 | <input checked="" type="checkbox"/> Same |

Atticus Skills Assessment Series

Grammar Test

FORM 3.05

SCORE

Name (please print) _____

Date _____

Below are 20 questions that measure how quickly you recognize errors in spelling, word usage, punctuation and capitalization. Place an "X" in the box of the most appropriate response.

Sample: Her sister, was very nice.
 Her sister was very nice.
 Her sister were very nice.
 Her sister, were very nice.

You will have 5 minutes to answer as many questions as you can.

STOP HERE UNTIL INSTRUCTED TO BEGIN TEST

1. There are two options (i.e. yes or no).
 There are two options (e.g. yes or no).
 There are two options (e.g., yes or no).
 There are two options (i.e., yes or no).
2. The lawyer's hard work contributed to its success.
 The lawyer's hard work contributed to it's success.
 The lawyers hard work contributed to its success.
 The lawyers hard work contributed to it's success.
3. How often are the documents revised?
 How often, are the documents revised?
 How often are them documents revised?
 How often, are them documents revised?
4. The box, as well as its contents, were removed.
 The box as well as its contents were removed.
 The box, as well as its contents, was removed.
 The box as well as its contents was removed.
5. Chris's project won the top award.
 Chris project won the top award.
 Chri's project won the top award.
 Chris'es project won the top award.
6. Irregardless of the outcome, she should stay.
 Irregardless of the outcome she should stay.
 Regardless of the outcome, she should stay.
 Regardless of the outcome she should stay.
7. Those paralegals are best friends.
 Those paralegals is best friends.
 Them paralegals are best friends.
 Them paralegals is best friends.
8. Their goals was not met.
 There goals were not met.
 They're goals were not met.
 Their goals were not met.
9. To whom did you refer?
 To whom, did you refer to?
 To who did you refer to?
 To who, did you refer to?
10. Our companies policy is concise.
 Our companys policy is concise.
 Our companie's policy is concise.
 Our company's policy is concise.
11. If you have this analyses, please give them to Jill.
 If you have that analyses, please give them to Jill.
 If you have those analyses, please give them to Jill.
 If you have them analyses, please give them to Jill.
12. He stated, "I need this project completed today!"
 He stated "I need this project completed today!"
 He stated: "I need this project completed today!"
 He stated, I need this project completed today!
13. The secretaries error was very costly.
 The secretarys error was very costly.
 The secretary's error was very costly.
 The secretaries' error was very costly.
14. The firm is headquartered in Orlando Florida.
 The firm is headquartered in Orlando, Florida.
 The firm is headquartered in orlando, Florida.
 The firm is headquartered in orlando, florida.
15. On May 9, 1998 their case went to trial.
 On May 9, 1998: their case went to trial.
 On May 9, 1998; their case went to trial.
 On May 9, 1998, their case went to trial.
16. The attorneys' latest case was her best.
 The attorneys latest case was her best.
 The attorney's latest case was her best.
 The attorney's latest case, was her best.
17. Of all the jobs I have had, I like this one more.
 Of all the jobs I have had, I like this one best.
 Of all the jobs I have had, I like this one better.
 Of all the jobs I have had, I like this one the greatest.
18. Was their department at fault?
 Was there department at fault?
 Were their department at fault?
 Was there department at fault?
19. The senior partner addressed her staff as follows
"We have all done a great job..."
 The senior partner addressed her staff as follows,
"We have all done a great job..."
 The senior partner addressed her staff as follows –
"We have all done a great job..."
 The senior partner addressed her staff as follows.
"We have all done a great job..."
20. Soon, president Hill will discuss his intentions.
 Soon President Hill will discuss his intentions.
 Soon president Hill will discuss his intentions.
 Soon, President Hill will discuss his intentions.

Atticus Skills Assessment Series

Grammar Test Answers

FORM 3.05b

SCORE

Name (please print) _____

Date _____

How to score:

The correct answers are indicated below. To determine the score, count the number of correct answers checked. Write this number in the score box above. If an applicant checks off more than one answer to a question, no points should be given for that question.

1. There are two options (i.e. yes or no).
 There are two options (e.g. yes or no).
 There are two options (e.g., yes or no).
 There are two options (i.e., yes or no).
2. The lawyer's hard work contributed to its success.
 The lawyer's hard work contributed to it's success.
 The lawyers hard work contributed to its success.
 The lawyers hard work contributed to it's success.
3. How often are the documents revised?
 How often, are the documents revised?
 How often are them documents revised?
 How often, are them documents revised?
4. The box, as well as its contents, were removed.
 The box as well as its contents were removed.
 The box, as well as its contents, was removed.
 The box as well as its contents was removed.
5. Chris's project won the top award.
 Chris project won the top award.
 Chri's project won the top award.
 Chris'es project won the top award.
6. Irregardless of the outcome, she should stay.
 Irregardless of the outcome she should stay.
 Regardless of the outcome, she should stay.
 Regardless of the outcome she should stay.
7. Those paralegals are best friends.
 Those paralegals is best friends.
 Them paralegals are best friends.
 Them paralegals is best friends.
8. Their goals was not met.
 There goals were not met.
 They're goals were not met.
 Their goals were not met.
9. To whom did you refer?
 To whom, did you refer to?
 To who did you refer to?
 To who, did you refer to?
10. Our companies policy is concise.
 Our companys policy is concise.
 Our companie's policy is concise.
 Our company's policy is concise.
11. If you have this analyses, please give them to Jill.
 If you have that analyses, please give them to Jill.
 If you have those analyses, please give them to Jill.
 If you have them analyses, please give them to Jill.
12. He stated, "I need this project completed today!"
 He stated "I need this project completed today!"
 He stated: "I need this project completed today!"
 He stated, I need this project completed today!
13. The secretaries error was very costly.
 The secretarys error was very costly.
 The secretary's error was very costly.
 The secretaries' error was very costly.
14. The firm is headquartered in Orlando Florida.
 The firm is headquartered in Orlando, Florida.
 The firm is headquartered in orlando, Florida.
 The firm is headquartered in orlando, florida.
15. On May 9, 1998 their case went to trial.
 On May 9, 1998: their case went to trial.
 On May 9, 1998; their case went to trial.
 On May 9, 1998, their case went to trial.
16. The attorneys' latest case was her best.
 The attorneys latest case was her best.
 The attorney's latest case was her best.
 The attorney's latest case, was her best.
17. Of all the jobs I have had, I like this one more.
 Of all the jobs I have had, I like this one best.
 Of all the jobs I have had, I like this one better.
 Of all the jobs I have had, I like this one the greatest.
18. Was their department at fault?
 Was there department at fault?
 Were their department at fault?
 Was there department at fault?
19. The senior partner addressed her staff as follows
"We have all done a great job..."
 The senior partner addressed her staff as follows,
"We have all done a great job..."
 The senior partner addressed her staff as follows –
"We have all done a great job..."
 The senior partner addressed her staff as follows.
"We have all done a great job..."
20. Soon, president Hill will discuss his intentions.
 Soon President Hill will discuss his intentions.
 Soon president Hill will discuss his intentions.
 Soon, President Hill will discuss his intentions.

Atticus Skills Assessment Series

Proofreading

FORM 3.06

SCORE

Name (please print) _____

Date _____

Below is a sample letter. Read the letter and circle the punctuation, spelling and grammar errors. Look at the example to the right.

Example:

The presentation was a success.

You will have **3 minutes** to answer as many questions as you can.

STOP HERE UNTIL INSTRUCTED TO BEGIN TEST

Mr. and Mrs. Bob Buyer
389 Main Street
Orlando, FL 33889

Re: Your recent real estate purchase

Dear Mr. And Mrs. Buyer:

Now that you have closed on your recent purchase and have settled in, I hope you are enjoying you're new home. I want to remind you of some important issues you should now be considerng.

The purchase of real estate is often won of the largest financial comitments a person can make. Properly cared for it can, provide security for you and your family for years. Often neglected is teh need to plan for sudden and unexpected illnes or even death. Therefore, I suggest you review with your insurance agent your life and disability insurance coverages.

In addition, you may want to rewrite any will or trust you may now have. If you do not have a will, trust or an estate plan, you may want to considar it at this time. The cost of these protection deveices is surprisingly low; especially in light of the protection they aford you and your family.

Our office has prepared hundreds of wils or trusts for our cleints and would be delighted to meet with you on the subject. Our initial consultatin is complementary, at which time we can evaluate your situation and advice you of the costs and benefits of various options taylored to your specific needs.

Please feel free to call our office for any maters on which we may assist you.

Sincerly,

John Smith
John Smith

Atticus Skills Assessment Series Proofreading Answer Sheet

FORM 3.06B

SCORE

Name *(please print)* _____

Date _____

How to score:

The correct answers appear in bold below. To determine the score, count the number of errors that have been correctly identified. If there are any portions of the letter circled as incorrect where there is no mistake, subtract these from the number of correctly identified errors. Write this number in the score box.

Mr. and Mrs. Bob Buyer
389 Main Street
Orlando, FL 33889

Re: Your recent real estate purchase

Dear Mr. And Mrs. Buyer:

Now that you have closed on your recent purchase and have settled in, I hope you are enjoying **your** new home. I want to remind you of some important issues you should now be **considering**.

The purchase of real estate is often **one** of the largest financial **commitments** a person can make. Properly cared for it **can** provide security for you and your family for years. Often neglected is **the** need to plan for sudden and unexpected **illness** or even death. Therefore, I suggest you review with your insurance agent your life and disability insurance coverages.

In addition, you may want to rewrite any will or trust you may now have. If you do not have a will, trust or an estate plan, you may want to **consider** it at this time. The cost of these protection **devices** is surprisingly low, especially in light of the protection they **afford** you and your family.

Our office has prepared hundreds of **wills** or trusts for our **clients** and would be delighted to meet with you on the subject. Our initial **consultation** is **complimentary**, at which time we can evaluate your situation and **advise** you of the costs and benefits of various options **tailored** to your specific needs.

Please feel free to call our office for any **matters** on which we may assist you.

Sincerely,

John Smith
John Smith

Orientation Tips

Instructions: Use the suggestions listed below to get new employees off to a productive start.

PRIOR TO DAY ONE:

- Create a comfortable, efficient work station
 - Get their computer up and running, fully loaded with all applicable software
 - Make sure their chair offers adequate back support
 - (purchase a plastic floor mat, if necessary)
 - Purchase all office supplies in advance, such as:

<input type="checkbox"/> scissors	<input type="checkbox"/> sticky pads	<input type="checkbox"/> ruler	<input type="checkbox"/> vertical/upright file
<input type="checkbox"/> pens/pencils	<input type="checkbox"/> white out	<input type="checkbox"/> stapler	folder desk rack(s)
<input type="checkbox"/> highlighters	<input type="checkbox"/> tape dispenser	<input type="checkbox"/> staple remover	<input type="checkbox"/> vertical/upright wall mount
<input type="checkbox"/> paper clips	<input type="checkbox"/> steno pads	<input type="checkbox"/> 2/3 hole punch	in-basket

NOTE: Place as many items as possible in a handy desktop organizer.

- Generate a copy of the Law Office Staff Handbook for review/acceptance
- Create a New Employee Packet, including:
 - information on Health/Life Insurance & IRA Benefits (if applicable)
 - financial forms (W4 for signature/withholding information, etc.)
 - a personal profile form to be completed and returned to your office in order to update in-house records with their address/phone/fax/birthday/anniversary

DAY ONE:

Assign the newcomer to a “Buddy” in the firm who can make them feel at home. The appropriate person for the job may be another attorney, a paralegal, or a legal secretary.

Whoever you select, the firm “Buddy” should:

- create a “sense of belonging” ~ introduce to people and talk about the firm’s history/culture
- discuss the importance of the new employee’s position to team, clients, and the firm as a whole
- give the person a tour of the facilities (washroom, supply closet, message center, etc.)
- answer any questions the person may have
- go to lunch with the person so they do not have to eat alone initially
- brief the new recruit about procedures for reporting absences and late arrivals

ONCE WITHIN THE FIRST WEEK:

- Orchestrate a warm “Welcome Lunch” with the team
- Invite the new team player to share a little bit about themselves

DURING THE FIRST THIRTY DAYS:

- Assign work they are capable of handling well. Set them up for a win!
- Develop & implement a “Training Track” -- to include job shadowing daily, or weekly
- Observe, monitor, and acknowledge progress
- Assign more challenging work when the employee is ready

Performance Appraisal Tip Sheet

FORM 5.01

SCHEDULE REGULAR “MINI-REVIEWS”

Appraisals will be less of a dread if you meet with your employees on a regular basis throughout the year. A mini-review should be exactly like it sounds - brief and to the point. To target key performance/behaviors that are important in reaching your firm’s goals, huddle regularly with employees to ensure they are on track and that their needs are being met as well. This will be a valuable tool when it’s time for a more formal review (Also see Form 5.06A).

PREPARE

Once the date for a full-scale evaluation has arrived, scan through the employee’s past Performance Expectations and Appraisal forms. Consider an all-points appraisal plan that can provide objective information to help you begin the appraisal process. However, be mindful of the fact that successful feedback depends on what you assess (observable/measurable skills, knowledge and abilities); how many people take part in the assessment; and who provides the feedback (supervisors, direct reports, peers).

PRIVACY

Conduct your meeting in a private office and hold your phone calls. This is your private time of counsel and development with your employee. Use it wisely. Interruptions will lead the employee to believe you feel other matters are more important than his or her review. Avoid sitting across the desk from the employee. Sitting side-by-side with the employee is less intimidating and will allow you to review the appraisal together.

LISTEN

It’s very difficult to judge everything your staff members do, so ask them to review themselves. It’s not a new concept, but one that will allow for employee input in a more thoughtful and structured fashion.

As you review the self-appraisal with the employee, listen carefully to the employee’s feedback. You will be surprised by his or her perception of strengths and weaknesses. The “hard conversations” are much easier to have when the employee mentions their weak areas first.

HONESTY AND INTEGRITY

Honesty is critical, but try to approach the process as a

guide rather than a judge. If you prepare an agenda and follow it, it will help you stay on track if things get awkward. Begin with the employee’s strengths and then move tactfully into a discussion of their weaknesses. Offer constructive advice to help them identify areas of improvement. Focus on your firm’s goals rather than on personal issues.

Ask yourself if any activities in your office have impacted the person’s performance for the worse. Always be prepared to cite the **best specific examples** of strengths and weaknesses in order to determine in advance how you will respond if the person acts negatively. Remember to be supportive, fair and objective. Encourage conversation and be open to new information. Ask open-ended questions - limit questions that require a simple yes or no answer.

COMPARE APPLES TO APPLES

Stick with assessing job performance against pre-determined job-related performance standards. Incorporate those standards as part of the job description. Include the job description with the review to ensure you are evaluating the employee on the basis of his or her current position. The review process is a perfect time to reevaluate the person’s job description and update it if he or she has taken on additional responsibilities that you were not aware of, or hadn’t recorded.

SET GOALS

It is important to include specific measurable goals and action plans for implementation. Set time frames to review accomplished goals. Identify possible roadblocks and devise detours around them. Check the employee’s understanding of the review by asking him or her to verbally “mirror” back to you the key points. Revisit topics that appear hazy.

End on a positive note. Complete administrative details while your memory is fresh. And keep your word. If you say you’re going to do something, do it. Get feedback from the employee on how effective the meeting was as well.

Performance Appraisal Staff Positions

FORM 5.02

Employee _____	Title _____	
Department _____		
Time in Position _____	Date of Last Review _____	Next Review Date _____
Date Hired _____	Review Period Covered: From _____ to _____	
	<i>Month Year</i>	<i>Month Year</i>

Reason for Review													
<input type="checkbox"/>	End of Probation	<input type="checkbox"/>	Annual	<input type="checkbox"/>	Merit	<input type="checkbox"/>	Promotion	<input type="checkbox"/>	Performance	<input type="checkbox"/>	Peer	<input type="checkbox"/>	Other: _____

Definitions of Performance Ratings	
Outstanding – Performance is exceptional in all areas and is recognizable as being far superior to others.	Average – Competent and dependable level of performance. Meets the performance standards of the job.
Above Average – Results clearly exceed most position requirements. Performance is of high quality and is achieved on a consistent basis.	Below Average – Performance is deficient in certain areas. Improvement necessary.

I. Performance Factors (Select a Rating ✓)
A. PROFESSIONAL SKILLS
1. Job Knowledge: Possesses working knowledge and the various techniques and skills necessary for efficient completion of tasks. Continues to expand knowledge of the job and law office services. Comments: _____
2. Judgment: Possesses the ability to make appropriate decisions on professional expertise. Demonstrates the willingness to take responsibility for these decisions. Comments: _____
B. INTERPERSONAL/COMMUNICATION SKILLS
1. Interpersonal Relationships: Demonstrates a willingness and ability to cooperate, work and communicate with staff, attorneys and clients. Comments: _____
2. Communication: Ability to convey ideas clearly and concisely in both individual and group situations. Comments: _____

Out-standing	Above Average	Average	Below Average

I. Performance Factors (Select a Rating ✓)
C. ADMINISTRATIVE SKILLS
1. Coordination: Demonstrates the ability to work with others as part of a team. Can express individual viewpoint while considering and learning from the input of co-workers. Comments: _____
2. Planning and Organization: Takes appropriate course of action to accomplish objectives. Makes proper assignments of personnel and resources, sets realistic target dates. Comments: _____
3. Adherence to Policies and Procedures: Properly interprets and applies law office policies/procedures to job responsibilities. Comments: _____
4. Orientation Toward Results: Ability to initiate projects, anticipates changes or needs. The ability to set new priorities, follows through and meets deadlines. Comments: _____
TOTAL # OF ✓

Out-standing	Above Average	Average	Below Average

II. Rate Overall Performance

Highest Rating Overall =	Outstanding Above Average	Average Below Average
	<i>(Circle One)</i>	
Follow-up Date: _____		
Evaluator: _____	Date _____	
Employee's Signature: _____	Date _____	

Performance Appraisal Associate/Attorney

FORM 5.03

Associate Name: _____					
Law School Graduation Date: _____			Evaluating Partner: _____		
Commencement Date: _____		Date of Evaluation: _____			
Work Load This Year:	High	Medium	Low		
Work Load Past Years:	High	Medium	Low		

Instructions: To be completed by the supervising partner after review of the associate's performance with every partner for whom the associate has worked. Associate ratings should be made based on the years of experience the associate has accumulated.

Outstanding – Performance is exceptional in all areas and is recognizable as being far superior to others.	Average – Competent and dependable level of performance. Meets the performance standards of the job.
Above Average – Results clearly exceed most position requirements. Performance is of high quality and is achieved on a consistent basis.	Below Average – Performance is deficient in certain areas. Improvement necessary.

I. Performance Factors (Select a Rating ✓)
1. Interpersonal Relationships – Clients: The willingness and ability to communicate well, work with and build rapport with clients. Comments: _____
2. Interpersonal Relationships – Colleagues and Staff: The willingness and ability to communicate, cooperate and work well with colleagues and staff. Comments: _____
3. Writing and Drafting Skills: The ability to write in a clear, organized and professional manner. Comments: _____
4. Research Skills: The ability to deliver a complete and thorough response to any research question. Comments: _____

Out-standing	Above Average	Average	Below Average

I. Performance Factors (Select a Rating ✓)
<p>5. Communication : The ability to communicate ideas in both individual and group situations.</p> <p>Comments: _____</p>
<p>6. Judgment – Legal: The ability to provide practical legal solutions and make sound decisions by drawing on professional experience and expertise.</p> <p>Comments: _____</p>
<p>7. Job Knowledge: Possesses the appropriate level of expertise and competence in area of practice.</p> <p>Comments: _____</p>
<p>8. Reliability: The ability to work on files/matters/cases with minimal supervision. Possesses a sense of responsibility and completes assignments.</p> <p>Comments: _____</p>
<p>9. Productivity and Dedication : The ability to produce a volume of high quality work in a specific amount of time; is motivated and enthusiastic; meets daily production standards.</p> <p>Comments: _____</p>
<p>10. Organization : The ability to efficiently organize projects and maintain an organized work environment; possesses good time management skills</p> <p>Comments: _____</p>
TOTAL # OF ✓

Out-standing	Above Average	Average	Below Average

PARTNERSHIP RECOMMENDATION:

- 1. Ready for partnership now.
- 2. Has partnership potential in future.
- 3. No recommendation for partnership. Insufficient experience.
- 4. No partnership potential – but do not terminate.

STATISTICAL DATA:

Department _____

Law School Graduation _____

Year Associate First Joined Firm _____

Current Salary Rate _____

Billable Hours: _____

Prior Year _____

Current Year (To-Date Through) _____

II. Rate Overall Performance		
Highest Rating Overall =	Outstanding	Average
	Above Average	Below Average
	<i>(Circle One)</i>	
Follow-up Date _____		
Evaluator: _____	Date _____	
Associate's Signature: _____	Date _____	

COMMENTS <i>(use reverse side if additional space is required):</i>

Self Appraisal Associate/Attorney

FORM 5.03A

Associate Name: _____						
Law School Graduation Date: _____			Evaluating Partner: _____			
Commencement Date: _____		Date of Evaluation: _____				
Work Load This Year:	<input type="checkbox"/>	High	<input type="checkbox"/>	Medium	<input type="checkbox"/>	Low
Work Load Past Years:	<input type="checkbox"/>	High	<input type="checkbox"/>	Medium	<input type="checkbox"/>	Low

Instructions: To be completed by the supervising partner after review of the associate's performance with every partner for whom the associate has worked. Associate ratings should be made based on the years of experience the associate has accumulated.

Outstanding – Performance is exceptional in all areas and is recognizable as being far superior to others.	Average – Competent and dependable level of performance. Meets the performance standards of the job.
Above Average – Results clearly exceed most position requirements. Performance is of high quality and is achieved on a consistent basis.	Below Average – Performance is deficient in certain areas. Improvement necessary.

I. Performance Factors (Select a Rating ✓)
<p>1. Interpersonal Relationships – Clients: The willingness and ability to communicate well, work with and build rapport with clients.</p> <p>Comments: _____</p>
<p>2. Interpersonal Relationships – Colleagues and Staff: The willingness and ability to communicate, cooperate and work well with colleagues and staff.</p> <p>Comments: _____</p>
<p>3. Writing and Drafting Skills: The ability to write in a clear, organized and professional manner.</p> <p>Comments: _____</p>
<p>4. Research Skills: The ability to deliver a complete and thorough response to any research question.</p> <p>Comments: _____</p>

Out-standing	Above Average	Average	Below Average

I. Performance Factors (Select a Rating ✓)
<p>5. Communication: The ability to communicate ideas in both individual and group situations.</p> <p>Comments: _____</p>
<p>6. Judgment – Legal: The ability to provide practical legal solutions and make sound decisions by drawing on professional experience and expertise.</p> <p>Comments: _____</p>
<p>7. Job Knowledge: Possesses the appropriate level of expertise and competence in area of practice.</p> <p>Comments: _____</p>
<p>8. Reliability: The ability to work on files/matters/cases with minimal supervision. Possesses a sense of responsibility and completes assignments.</p> <p>Comments: _____</p>
<p>9. Productivity and Dedication: The ability to produce a volume of high quality work in a specific amount of time; is motivated and enthusiastic; meets daily production standards.</p> <p>Comments: _____</p>
<p>10. Organization: The ability to efficiently organize projects and maintain an organized work environment; possesses good time management skills</p> <p>Comments: _____</p>
TOTAL # OF ✓

Out-standing	Above Average	Average	Below Average

Self Appraisal

FORM 5.04

Employee _____	Title _____	
Department _____		
Time in Position _____	Date of Last Review _____	Next Review Date _____
Date Hired _____	Review Period Covered: From _____ to _____	
	Month Year	Month Year

Reason for Review													
<input type="checkbox"/>	End of Probation	<input type="checkbox"/>	Annual	<input type="checkbox"/>	Merit	<input type="checkbox"/>	Promotion	<input type="checkbox"/>	Performance	<input type="checkbox"/>	Peer	<input type="checkbox"/>	Other: _____

Definitions of Performance Ratings	
<p>Outstanding – Performance is exceptional in all areas and is recognizable as being far superior to others.</p> <p>Above Average – Results clearly exceed most position requirements. Performance is of high quality and is achieved on a consistent basis.</p>	<p>Average – Competent and dependable level of performance. Meets the performance standards of the job.</p> <p>Below Average – Performance is deficient in certain areas. Improvement necessary.</p>

I. Performance Factors (Select a Rating v)
A. PROFESSIONAL SKILLS
<p>1. Job Knowledge: To what degree do I possess working knowledge and the various techniques and skills necessary for efficient completion of tasks? To what degree do I continue to expand knowledge of the job and law office services?</p> <p>Comments: _____</p>
<p>2. Judgment: To what degree do I possess the ability to make appropriate decisions on professional expertise? To what degree do I demonstrate the willingness to take responsibility for these decisions?</p> <p>Comments: _____</p>
B. INTERPERSONAL/COMMUNICATION SKILLS
<p>1. Interpersonal Relationships: To what degree do I demonstrate a willingness and ability to cooperate, work and communicate with staff, attorneys and clients??</p> <p>Comments: _____</p>
<p>2. Communication: To what degree do I convey ideas clearly and concisely in both individual and group situations?</p> <p>Comments: _____</p>

Out-standing	Above Average	Average	Below Average

I. Performance Factors (Select a Rating v)	Out-standing	Above Average	Average	Below Average
C. ADMINISTRATIVE SKILLS 1. Coordination: To what degree do I demonstrate the ability to work with others as part of a team? To what degree do I express individual viewpoint while considering and learning from the input of co-workers? Comments: _____				
2. Planning and Organization: To what degree do I take the appropriate course of action to accomplish objectives? To what degree do I make proper assignments of personnel and resources, sets realistic target dates? Comments: _____				
3. Adherence to Policies and Procedures: To what degree do I interpret and apply law office policies/procedures to job responsibilities? Comments: _____				
4. Orientation Toward Results: To what degree do I initiate projects, anticipate changes or needs; set new priorities, follow through and meet deadlines? Comments: _____				
TOTAL # OF V				

II. Rate Overall Performance

Highest Rating Overall =	Outstanding Above Average	Average Below Average
	<i>(Circle One)</i>	
Follow-up Date _____		
Evaluator: _____	Date _____	
Employee's Signature: _____	Date _____	

Performance Expectations

Clearly define major performance expectations you have for the employee during the upcoming review period. Set the employee up for a win by describing what Outstanding, Above Average, and Average performance would “look like” (below). Score the employee’s performance at the appointed time on Atticus form 5.05b.

Performance Expectation: _____

Outstanding Performance

Above Average Performance

Average Performance

*Performance that does not meet any of the expectations listed above shall be considered “Below Average”.

Follow-up Date ____/____/____
Evaluator: _____ Date ____/____/____
Employee’s Signature: _____ Date ____/____/____

Performance Expectations Score Sheet

FORM 5.05B

Review performance expectations you had for the employee during the <u>current</u> review period (see Atticus Form 5.05A). Rate employee's performance based upon how closely it matched expectations previously outlined and agreed upon.	Out-standing	Above Average	Average	Below Average
1. Performance Expectation :				
Comments: _____				
2. Performance Expectation:				
Comments: _____				
3. Performance Expectation :				
Comments: _____				
4. Performance Expectation :				
Comments: _____				
TOTAL # OF ✓				

II. Rate Overall Performance

Highest Rating Overall =	Outstanding Above Average	Average Below Average <i>(Circle One)</i>
Follow-up Date _____		
Evaluator: _____	Date _____	
Employee's Signature: _____	Date _____	

Accomplishments & Contributions

FORM 5.06

Describe new accomplishments and contributions the employee made since last evaluation.

1. _____
2. _____
3. _____

Strengths

1. _____
2. _____
3. _____

Recommendations for Improvement/Training and Development

1. _____
2. _____
3. _____
4. _____
5. _____

Objectives

List in order of importance specific and measurable objectives you would like the employee to reach by the next review date. Describe in detail the action plan needed to attain the desired goals.

1. _____

Action plan to reach objective:

2. _____

Action plan to reach objective:

3. _____

Action plan to reach objective:

4. _____

Action plan to reach objective:

Discussed with individual on					
Follow-up requested/desired:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Follow-up Date
Evaluator:	_____			Date	_____
Employee's Signature:	_____			Date	_____

Time & Tally Your Top 10 To-Do's

Review your Master To-Do List daily. Extract your TOP TEN To-Do's and list them below in order of A/B/C importance. Assign a realistic block of time to complete each task successfully. Allow a slight buffer for routine interruptions. Score your results at day end. (Staff, strive to meet or exceed your attorney's expectations!) Managers, oversee your team with this form by supporting them in creating their list. Afterward, huddle with support staff as needed to review/score their progress. Offer insight into methods for greater success. Don't forget to reward the big WINS!

TOP 10 TO DO'S FOR:

M	T	W	TH	FR
---	---	---	----	----

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

A	B	C	Time Block
<i>Done</i>			
A	B	C	Time Block
<i>Done</i>			
A	B	C	Time Block
<i>Done</i>			
A	B	C	Time Block
<i>Done</i>			
A	B	C	Time Block
<i>Done</i>			
A	B	C	Time Block
<i>Done</i>			
A	B	C	Time Block
<i>Done</i>			
A	B	C	Time Block
<i>Done</i>			

Player's Name: _____					THIS WORKED ...	
THE SCORECARD					v Check One: Exceeded, Met or Below	
Total # TO DO's	Total # Done!	Player EXCEEDED the mark	Player MET the mark	Player BELOW the mark	IMPROVEMENT IS NEEDED ...	

Note: File results for review prior to scheduled performance evaluations to expedite the process!

Employee Warning Notice

FORM 5.07

Employee Name: _____	Date of Warning: _____
-----------------------------	-------------------------------

VIOLATIONS (v)

<input type="checkbox"/> Attendance	<input type="checkbox"/> Inappropriate conduct	<input type="checkbox"/> Quality of Work
<input type="checkbox"/> Unauthorized Absence	<input type="checkbox"/> Theft	<input type="checkbox"/> Destructive to Property
<input type="checkbox"/> Tardiness	<input type="checkbox"/> Negligence	<input type="checkbox"/> Other
<input type="checkbox"/> Personal Work/Calls	<input type="checkbox"/> Insubordination	

LAW FIRM STATEMENT: _____

Signed _____ **Title** _____ **Date** _____

EMPLOYEE STATEMENT: I Agree I Disagree

Reasons: _____

ACTIONS TAKEN

Date _____	Date _____	Date _____

I have read this Warning Notice and understand it. My point of agreement or disagreement is outlined above in the Employee Statement section.

Employee's Signature: _____	Date _____
Supervisor's Signature: _____	Date _____
<input type="checkbox"/> Employee refused this form.	Supervisor's Initials: _____ Date _____

IMPORTANT! If the Employee Warning Notice, after completion, contains information on the medical condition or history of an employee, then it must be maintained in a separate medical file and treated as confidential in accordance with applicable law and regulations.

Great
Job

Great
Job

AWARDED TO: _____

On behalf of our entire firm, we would like to recognize you for the accomplishment described below. Your diligence and hard work has not gone unnoticed. Thanks for doing such a great job!

We are pleased and proud to place a copy of this acknowledgement in your "Success File" for consideration at your formal review.

Congratulations!

Issued for WOW behavior



Printed in the USA



©2000 Atticus

From: _____

Date: ____/____/____

Form 6.01

Great
Job

Great
Job



Time Keeper

A W A R D

Presented to

in recognition of your outstanding performance and continuing commitment to billable hours which impact our firm's bottom line and ultimate success.

Date _____

Signed _____



AWARDED TO: _____

**TIME
OFF**

COUPON

ATTICUS
FORM 6.03

EXPIRATION DATE:

For WOW performance!

Amount of Time

Printed in the USA



00000101241

From _____

Form 6.03



Excellence

A W A R D

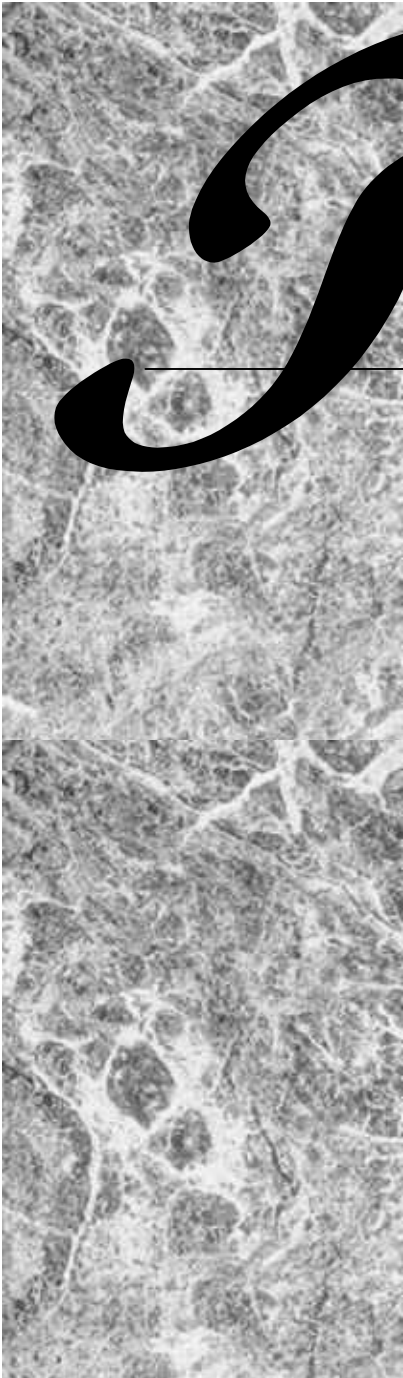
Presented to



in recognition of the highest level of excellence reflected in everything you put your hand to on our firm's behalf.

Date _____

Signed _____



*T*eam Player AWARD

Presented to



in recognition of your superb performance as a valuable player on our team.

Date _____

Signed _____

50+ NO-COST to LOW-COST REWARDS

Recent surveys reveal that employees highly value day-to-day recognition from their supervisors, peers and team members. Respondents say that they NEED appreciation for their work and they WANT to be recognized more for their efforts as well.

Since recognition is so easy and inexpensive to do, there simply is no reason not to do it. Following is a list of informal rewards for attorneys, associates and legal administrators to give staff. (Note: Many suggestions were modified and/or extracted from 1001 Ways to Reward Employees by Bob Nelson.)

GREAT RECOGNITION REWARDS

I. FREE! Verbal/Written Rewards

TIP: Let employees know in advance that you will tell them how they are doing. Praise people immediately ~ and specifically. Tell them how good you feel about what they did right and how it helps your law firm and the other staff members. Encourage them to repeat their winning behaviors!

1. Call the employee at home just to thank him/her for a job well done. Don't discuss any other issue. Thank the family for their sacrifice also.
2. Jot down a note of thanks on a paycheck envelope or right on the stub.
3. Hide a handmade thank-you note where it will be "discovered" during the day.
4. Ask five other people to go up to the person and thank them on your behalf. "Mr./Mrs. Attorney asked me to thank you for (the task or achievement). Good Job!"
5. Place a bell in a central location and permit staff to ring it to announce any individual/team WINS observed. Anyone who is available should join in for a brief celebration!
6. Send a nice email acknowledgment.
7. Drop a heartfelt letter amongst other papers in the person's in-basket.
8. Call a team huddle and give everyone an opportunity to acknowledge one another.
9. Post letters of praise from clients on a wall, memo board, or hallway for everyone to see.

II. Cash Bonds & Gift Certificates

TIP: 95% of American workers consider a cash bonus a positive and meaningful incentive ~ especially around holidays. Be consistent and fair with bonuses to motivate, yet avoid team rivalry. Always prepay taxes when offering a cash bonus.

1. Award a "Dinner for Two" coupon for added efforts, like coming in on a day off or working overtime to wrap up an important matter.
2. Give a cash bonus using unique currency/coinage like \$2 bills, silver dollars or gold coins.
3. Offer \$25 to each employee who gets an unsolicited compliment from a client. (Consider upping the ante for "A" clients you want to retain.)
4. Cash/bonus checks are always a hit for birthdays and holidays.

Favorite Rewards

#1
Money

#2
Recogn-
ition

#3
Time
Off

#4
A Piece
of the
Action

#5
Favorite
Work

#6
Advance-
ment

#7
Freedom

#8
Personal
Growth

#9
Fun

#10
Prizes

Atticus
Form 6.06

II. Cash, Bonds & Gift Certificates, continued...

5. Pass out \$25 cash (or a savings bond) each time an attorney/associate poses an innovative/lucrative solution when the firm is faced with a difficult situation.
6. Offer a bounty for a specific, measurable team win.
7. Split savings with staff whenever they recruit a new team player who stays through the 90-day probationary period.
8. Reward employees who EXCEED expectations upon a performance review.
9. Send a dinner-for-two gift certificate to a spouse with a thank-you note for his/her support during a long drawn-out case.
10. Tune in to tough times for employees. Pick up the tab on tutoring, child-care, a doctor/dentist bill, a traffic ticket, utilities, a phone bill, etc...
11. Tuck a \$20 in a file folder in its final phase to reenergize a legal secretary or paralegal.

III. Merchandise/Apparel/Food

1. Provide employees with coupons to pass out to other employees that can be accrued and redeemed for things like a car wash, dinner, a shopping spree, a weekend getaway.
2. Have lunch sent in for a run-down, stressed-out employee (or for the entire team) if they are truly pushing to complete a big project.
3. Pick a valued team player (or the entire team) up in a limousine, then dine at a special restaurant.
4. Incent staff with home office equipment such as a laptop computer, scanner, fax machine, copier, printer, cordless/cell phone or 17" monitor.
5. Customized gifts will hold special meaning for your team. Consider law firm-imprinted credit cards, or a personalized briefcase.
6. Space saving appliances also add value. Check out compact washers/dryers, under-the-counter can openers, TVs and radios.
7. Set a price range, then allow the employee to pick a gift of their choice from a favorite catalog at your firm's expense.
8. Create a "Treasure Chest" which employees can visit on the spot as a form of fun recognition. Fill the box with items like coffee mugs, pen/pencil sets, gift certificates, movie tickets.
9. Fill a file drawer up with your employee's favorite goodies so they can reward themselves for a job well done when no one else seems to notice.
10. Let an employee off for ½ day to go shopping for a sports jacket, suit or dress needed for an important case. Pay for the downtime AND the outfit to make a big hit!

Favorite Rewards

#1
Money

#2
Recogn-
ition

#3
Time
Off

#4
A Piece
of the
Action

#5
Favorite
Work

#6
Advance-
ment

#7
Freedom

#8
Personal
Growth

#9
Fun

#10
Prizes

Atticus
Form 6.06

IV. Experiences

1. Rent a convertible sports car for an employee to drive around in for a weekend.
2. Swap services with clients as payment of services rendered by your firm. Select services that will pamper your employees and/or save them time like housekeeping services, babysitters, spa visits, massages, facials or manicures.
3. Lunch with the boss is more than food. It is an opportunity for the employee to “connect” with management and feel special.
4. Cover your legal secretary/paralegal’s desk with balloons.... for no apparent reason.
5. Thrill your single moms with a surprise visit at home from Molly Maid. Buy their child a Holiday gift they cannot afford or provide cake/trimmings for a birthday party that wouldn’t happen otherwise.
6. Take a batch of chocolate chip cookies, or a fruit basket, and leave it on the employee’s desk.
7. Put a pair of tickets to a special event that you know the employee would thoroughly enjoy with a loved one, in a card as a token of appreciation.
8. Move the employee to an office with a door (or in the case of staff, a cubicle with a view)!
9. Pop the top on a bottle of Champagne or fine wine after your firm wins a difficult case. Serve some cheese and crackers for an added touch and acknowledge your team’s efforts.
10. Offer to pay for personal or professional training & development for employee growth.
11. Put together a fun festive Super Bowl party for your team at a small pub with a big screen TV and pick up the beer tab.
12. Hold a party at the boss’s home. Eat, drink, dance and be merry! Recognize the contributions of your staff in front of their colleagues and spouses.
13. Support a charitable event by making a donation in an employee’s honor.
14. Invite an employee to a mid-day movie with all the trimmings ~ popcorn, candy & soda!
15. Call an employee into your office just to discuss their recent wins over a cup of gourmet coffee or tea.
16. Arrange for the employee’s car to be washed (or detailed) during lunch.
17. Create a law office “Year Book”. Photograph people at work on successful projects. Set aside time at work for the staff to assemble the shots in a photo album for clients to enjoy, or place the collage on a central wall or “Hall of Fame”. Pen stages of development and/or individual contributions on each photograph.
18. Roll phones over to an answering service to give support staff a break from phone duty.
19. Arrange for associates dry cleaning to be picked up and delivered to the office for a month.
20. Grab some take-out chicken and hold an innovative team meeting in the park.
21. Acknowledge an attorney/associate in an appropriate trade publication and in the person’s hometown newspaper. Or publish a personal ad or publicity article in the local paper or your firm’s newsletter praising the person for a job well done. Take out a full-page ad in a local paper ever year acknowledging all staff by name for his or her contribution.
22. Schedule a “Family Photo” shoot with a well-known photographer in town as a perk.
23. Pick up a unique award for the team to pass around amongst themselves as they see fit. Hold a special ceremony when a champion player decides it’s time to pass off the travelling award to the next person.

Favorite Rewards

#1
Money

#2
Recogni-
tion

#3
Time
Off

#4
A Piece
of the
Action

#5
Favorite
Work

#6
Advance-
ment

#7
Freedom

#8
Personal
Growth

#9
Fun

#10
Prizes

Atticus
Form 6.06

V. Time Off

Alternative Work Options: (Check your state laws for compliance)

FLEXTIME – work schedules that permit flexible starting and quitting times within limits set by management

COMPRESSED WORK WEEK – a 40-hour work week compressed into less than five days

TELECOMMUTING – working off-site while linked to the office electronically

ALTERNATIVE STAFFING – working on a short-term assignment while employed either by an agency or directly by the employer

REGULAR PART-TIME – part-time employment that includes job security and all other rights and prorated benefits available to an organization's full-time workers

JOB SHARING – regular part-time work in which two people voluntarily share the responsibilities of one full-time salaried position with benefits

PHASED RETIREMENT – gradual retirement brought about by the reduction of full-time employment commitments over a period of years

V-TIME PROGRAMS – time/income tradeoffs that allow full-time employees to reduce work hours for a specified period of time with a corresponding reduction in pay

LEAVE OF ABSENCE/SABBATICAL – an authorized period of time away from work without loss of employment rights – paid or unpaid

WORK SHARING – an alternative to layoff, in which all or part of an organization's workforce temporarily reduces hours and salary, sometimes with short-time compensation from unemployment insurance

1. When possible, give people a task and a deadline, and specify the quality you expect. If they finish before the deadline, the extra time is their reward.
2. Offer ½ day off with pay to employees who recommend a person who is hired and makes it past the ninety-day probationary period.
3. After finishing a big case, spontaneously give the people involved the rest of the day off to do whatever they want to, or take them somewhere they would all enjoy.
4. Create a Quiet Room for employees to take a solitary break to relax, scream, meditate, play darts or read.
5. Start a TGIF Club. Permit participants to take one or two Fridays off per month (throughout the entire year or during a fixed period of time such as summer) if they produce results that meet or exceed expectations as set forth in negotiations.
6. Minimize personal work during business hours by hiring a part-time concierge to help employees with personal errands such as booking doctor's appointments, restaurant tables and theatre seats, arranging events for children and household repairs.
7. Grant a holiday off that is not on your list. Give "personal wellness" days.
8. Energize employees with an extra week's paid vacation when the firm reaches a fixed goal.
9. Bump up vacation time in keeping with employee's length of stay.
10. Shut down for one week over the holidays, with or without pay, over and above standard vacation time for employees.
11. Offer a paid sabbatical after ten years of service.

Favorite Rewards

#1
Money

#2
Recogn-
ition

#3
Time
Off

#4
A Piece
of the
Action

#5
Favorite
Work

#6
Advance-
ment

#7
Freedom

#8
Personal
Growth

#9
Fun

#10
Prizes

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Form 6.06






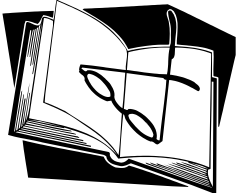
Employee Reward Survey

FORM 6.07

EMPLOYEE NAME:

DATE:

Instructions: Please select the TOP THREE rewards you would enjoy receiving most from the firm.
Provide insight about the reward categories you choose as well, as requested below.

	<input type="checkbox"/> CASH
	<input type="checkbox"/> TIME OFF
	<input type="checkbox"/> GIFT CERTIFICATES (Merchandise/Apparel/Food) Please list your favorite places to shop/eat below. _____ _____ _____
	<input type="checkbox"/> EXPERIENCES <input type="checkbox"/> Sports <input type="checkbox"/> Concerts <input type="checkbox"/> Molly Maid <input type="checkbox"/> Day of Beauty <input type="checkbox"/> Circus <input type="checkbox"/> Massage <input type="checkbox"/> Dinner Theatre <input type="checkbox"/> Donation in Your Name
	<input type="checkbox"/> RECOGNITION <input type="checkbox"/> Plaque/Memorabilia <input type="checkbox"/> Lunch with the boss <input type="checkbox"/> A Team Announcement <input type="checkbox"/> Flowers <input type="checkbox"/> Job Title/Office w/ a Door <input type="checkbox"/> Other
	<input type="checkbox"/> PERSONAL GROWTH/TRAINING & DEVELOPMENT <input type="checkbox"/> Classes pertaining to my present situation or future with the firm. <input type="checkbox"/> Personal classes such as marriage retreats, cooking classes, home improvement.

EXTRA FORMS

The following forms are duplicates of our most popular forms, provided for your convenience.

Atticus Skills Assessment Series Filing

FORM 3.03

SCORE

Name (please print) _____

Date _____

Below are 20 questions that measure how quickly you can file names, numbers and dates. Place an "X" in the box that identifies the location where you would file the underlined name, number or date. Names should be filed by last name. Look at the example at the right.

Example:

Sue Warminster

Jim Walker Charles Watson Dennis Wilson Claude Worster

The name Sue Warminster should be filed after Jim Walker but before Charles Watson. Place the "X" between Jim Walker and Charles Watson.

You will have **2 minutes** to answer as many questions as you can.

STOP HERE UNTIL INSTRUCTED TO BEGIN TEST.

1. Matthew Knott
 Judith Klausch Glen Knight Andi Koch Dale Kraft
2. 477-1956
 447-1948 457-1960 467-1952 477-1954
3. Barry Brodrick
 Patty Bogart Pam Bonn Bev Broaden Terri Buckland
4. 05/22/96
 07/27/95 07/17/96 09/04/96 01/19/97
5. Jennifer DeCampo
 Ed DeCarlo Alex Dillon Jean Dobson Tony Dressler

6. 255-81-3653
 251-76-7891 267-92-8324 271-04-3720 271-28-1295
7. Bradley Jones
 Bev Jones Bonnie Jones Bryan Jones Carson Jones
8. 4365 1833
 4365 1734 4365 1827 4365 1831 4365 1837
9. Rose Rosario
 Paul Resnick Bob Revelle Miriam Rosario Pat Rose
10. 04/20/94
 10/31/93 03/25/94 05/01/94 11/17/94

11. John Parker
 Jane Parker Joan Parker Jon Parker Justin Parker
12. 126-80-1101
 126-80-2100 126-80-3001 126-81-0001 126-81-0100
13. Beverly Lender
 Al Landrow Don Leighton Bill Lender Carol Leonti
14. 15678324
 15678119 15678321 15678424 15678500
15. Emma Campbell
 Doug Calhoun Ed Campbell Sue Cassell May Casselman

16. May 5, 1994
 Feb. 7, 1994 Apr. 11, 1994 July 28, 1994 Sept. 3, 1994
17. Anna Johnson
 Abby Johnson Anne Johnston Aaron Jones Albert Jones
18. 02-01-97
 01-01-94 05-07-95 01-08-96 01-19-97
19. Donald Stilton
 Jan Seal Wendi Stillman Donnie Stilton Jules Sutton
20. 542 00125
 541 00245 541 01000 542 98258 543 11011

Atticus Skills Assessment Series Filing

FORM 3.03

SCORE

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Date _____

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Sue Warminster
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Atticus Skills Assessment Series Filing

FORM 3.03

SCORE

Name *(please print)* _____

Date _____

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 4365 1734 4365 1827 4365 1831 4365 1837
9. Rose Rosario
 Paul Resnick Bob Revelle Miriam Rosario Pat Rose
10. 04/20/94
 10/31/93 03/25/94 05/01/94 11/17/94

11. John Parker
 Jane Parker Joan Parker Jon Parker Justin Parker
12. 126-80-1101
 126-80-2100 126-80-3001 126-81-0001 126-81-0100
13. Beverly Lender
 Al Landrow Don Leighton Bill Lender Carol Leonti
14. 15678324
 15678119 15678321 15678424 15678500
15. Emma Campbell
 Doug Calhoun Ed Campbell Sue Cassell May Casselman

16. May 5, 1994
 Feb. 7, 1994 Apr. 11, 1994 July 28, 1994 Sept. 3, 1994
17. Anna Johnson
 Abby Johnson Anne Johnston Aaron Jones Albert Jones
18. 02-01-97
 01-01-94 05-07-95 01-08-96 01-19-97
19. Donald Stilton
 Jan Seal Wendi Stillman Donnie Stilton Jules Sutton
20. 542 00125
 541 00245 541 01000 542 98258 543 11011

Atticus Skills Assessment Series Filing

FORM 3.03

SCORE

Name (please print) _____

Date _____

Below are 20 questions that measure how quickly you can file names, numbers and dates. Place an "X" in the box that identifies the location where you would file the underlined name, number or date. Names should be filed by last name. Look at the example at the right.

Example:

Sue Warminster

Jim Walker Charles Watson Dennis Wilson Claude Worster

The name Sue Warminster should be filed after Jim Walker but before Charles Watson. Place the "X" between Jim Walker and Charles Watson.

You will have **2 minutes** to answer as many questions as you can.

STOP HERE UNTIL INSTRUCTED TO BEGIN TEST.

1. Matthew Knott
 Judith Klausch Glen Knight Andi Koch Dale Kraft
2. 477-1956
 447-1948 457-1960 467-1952 477-1954
3. Barry Brodrick
 Patty Bogart Pam Bonn Bev Broaden Terri Buckland
4. 05/22/96
 07/27/95 07/17/96 09/04/96 01/19/97
5. Jennifer DeCampo
 Ed DeCarlo Alex Dillon Jean Dobson Tony Dressler

6. 255-81-3653
 251-76-7891 267-92-8324 271-04-3720 271-28-1295
7. Bradley Jones
 Bev Jones Bonnie Jones Bryan Jones Carson Jones
8. 4365 1833
 4365 1734 4365 1827 4365 1831 4365 1837
9. Rose Rosario
 Paul Resnick Bob Revelle Miriam Rosario Pat Rose
10. 04/20/94
 10/31/93 03/25/94 05/01/94 11/17/94

11. John Parker
 Jane Parker Joan Parker Jon Parker Justin Parker
12. 126-80-1101
 126-80-2100 126-80-3001 126-81-0001 126-81-0100
13. Beverly Lender
 Al Landrow Don Leighton Bill Lender Carol Leonti
14. 15678324
 15678119 15678321 15678424 15678500
15. Emma Campbell
 Doug Calhoun Ed Campbell Sue Cassell May Casselman

16. May 5, 1994
 Feb. 7, 1994 Apr. 11, 1994 July 28, 1994 Sept. 3, 1994
17. Anna Johnson
 Abby Johnson Anne Johnston Aaron Jones Albert Jones
18. 02-01-97
 01-01-94 05-07-95 01-08-96 01-19-97
19. Donald Stilton
 Jan Seal Wendi Stillman Donnie Stilton Jules Sutton
20. 542 00125
 541 00245 541 01000 542 98258 543 11011

Atticus Skills Assessment Series Filing

FORM 3.03

SCORE

Name *(please print)* _____

Date _____

Below are 20 questions that measure how quickly you can file names, numbers and dates. Place an "X" in the box that identifies the location where you would file the underlined name, number or date. Names should be filed by last name. Look at the example at the right.

Example:

Sue Warminster
 Jim Walker Charles Watson Dennis Wilson Claude Worster

The name Sue Warminster should be filed after Jim Walker but before Charles Watson. Place the "X" between Jim Walker and Charles Watson.

You will have **2 minutes** to answer as many questions as you can.

STOP HERE UNTIL INSTRUCTED TO BEGIN TEST.

1. Matthew Knott
 Judith Klausch Glen Knight Andi Koch Dale Kraft
2. 477-1956
 447-1948 457-1960 467-1952 477-1954
3. Barry Brodrick
 Patty Bogart Pam Bonn Bev Broaden Terri Buckland
4. 05/22/96
 07/27/95 07/17/96 09/04/96 01/19/97
5. Jennifer DeCampo
 Ed DeCarlo Alex Dillon Jean Dobson Tony Dressler
6. 255-81-3653
 251-76-7891 267-92-8324 271-04-3720 271-28-1295
7. Bradley Jones
 Bev Jones Bonnie Jones Bryan Jones Carson Jones
8. 4365 1833
 4365 1734 4365 1827 4365 1831 4365 1837
9. Rose Rosario
 Paul Resnick Bob Revelle Miriam Rosario Pat Rose
10. 04/20/94
 10/31/93 03/25/94 05/01/94 11/17/94
11. John Parker
 Jane Parker Joan Parker Jon Parker Justin Parker
12. 126-80-1101
 126-80-2100 126-80-3001 126-81-0001 126-81-0100
13. Beverly Lender
 Al Landrow Don Leighton Bill Lender Carol Leonti
14. 15678324
 15678119 15678321 15678424 15678500
15. Emma Campbell
 Doug Calhoun Ed Campbell Sue Cassell May Casselman
16. May 5, 1994
 Feb. 7, 1994 Apr. 11, 1994 July 28, 1994 Sept. 3, 1994
17. Anna Johnson
 Abby Johnson Anne Johnston Aaron Jones Albert Jones
18. 02-01-97
 01-01-94 05-07-95 01-08-96 01-19-97
19. Donald Stilton
 Jan Seal Wendi Stillman Donnie Stilton Jules Sutton
20. 542 00125
 541 00245 541 01000 542 98258 543 11011

Atticus Skills Assessment Series

Attention to Detail

FORM 3.04

SCORE

Name (please print) _____

Date _____

Below are 20 pairs of names, addresses, and number combinations. Look at each pair and decide whether they are exactly the same or different, then put an "X" in the appropriate box. Look at the example to the right.

Example:

352-01 352-01

Same Different

You will have **2 minutes** to answer as many as you can.

STOP HERE UNTIL INSTRUCTED TO BEGIN TEST

- | | | | | |
|-----|--------------------------|---------------------------|-------------------------------|------------------------------------|
| 1. | 4507 S.W. Anderson St. | 4507 S.E. Anderson St. | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 2. | 1794468.30 | 1794468.30 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 3. | Cell# 818-620-4331 | Cell# 810-620-4331 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 4. | 09/23/95-5/31/98 | 09/23/95-5/31/98 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 5. | Jackson M. Miller | Jackson N. Miller | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 6. | DL-973261118 | DL-973361118 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 7. | 51326-45-LTD | 51326-45-LTD | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 8. | Order #307721-588 | Order #307721-558 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 9. | Colson Enterprises, Inc. | Colsen Enterprises, Inc. | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 10. | 1755 Lake Lucerne Circle | 17555 Lake Lucerne Circle | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 11. | P.O. #0327-196 | PO #0327-196 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 12. | 151 10 72113 12 | 151 10 72113 12 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 13. | AARP-AAARRGG | AARP-AARRGG | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 14. | 8211364.013111 | 8211364.013311 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 15. | \$93615 CS 10922 | \$93615 CS 10992 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 16. | St. Petersburg, FL 81243 | St. Petersburg, FL 81243 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 17. | 15-09-87-03-15-95 | 15-09-89-03-15-95 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 18. | SV-XX3277-VV021 | SV-XX3277-VV1021 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 19. | Order #0001111333 | Order #0001113333 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 20. | 89228733-478935 | 89228733-478935 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |

Atticus Skills Assessment Series

Attention to Detail

FORM 3.04

SCORE

Name (please print) _____

Date _____

Below are 20 pairs of names, addresses, and number combinations. Look at each pair and decide whether they are exactly the same or different, then put an "X" in the appropriate box. Look at the example to the right.

Example:

352-01 352-01

Same Different

You will have **2 minutes** to answer as many as you can.

STOP HERE UNTIL INSTRUCTED TO BEGIN TEST

- | | | | | |
|-----|--------------------------|---------------------------|-------------------------------|------------------------------------|
| 1. | 4507 S.W. Anderson St. | 4507 S.E. Anderson St. | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 2. | 1794468.30 | 1794468.30 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 3. | Cell# 818-620-4331 | Cell# 810-620-4331 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 4. | 09/23/95-5/31/98 | 09/23/95-5/31/98 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 5. | Jackson M. Miller | Jackson N. Miller | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 6. | DL-973261118 | DL-973361118 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 7. | 51326-45-LTD | 51326-45-LTD | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 8. | Order #307721-588 | Order #307721-558 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 9. | Colson Enterprises, Inc. | Colsen Enterprises, Inc. | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 10. | 1755 Lake Lucerne Circle | 17555 Lake Lucerne Circle | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 11. | P.O. #0327-196 | PO #0327-196 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 12. | 151 10 72113 12 | 151 10 72113 12 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 13. | AARP-AAARRGG | AARP-AARRGG | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 14. | 8211364.013111 | 8211364.013311 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 15. | \$93615 CS 10922 | \$93615 CS 10992 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 16. | St. Petersburg, FL 81243 | St. Petersburg, FL 81243 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 17. | 15-09-87-03-15-95 | 15-09-89-03-15-95 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 18. | SV-XX3277-VV021 | SV-XX3277-VV1021 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 19. | Order #000111333 | Order #000113333 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 20. | 89228733-478935 | 89228733-478935 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |

Atticus Skills Assessment Series

Attention to Detail

FORM 3.04

SCORE

Name (please print) _____

Date _____

Below are 20 pairs of names, addresses, and number combinations. Look at each pair and decide whether they are exactly the same or different, then put an "X" in the appropriate box. Look at the example to the right.

Example:

352-01 352-01

Same Different

You will have **2 minutes** to answer as many as you can.

STOP HERE UNTIL INSTRUCTED TO BEGIN TEST

- | | | | |
|------------------------------|---------------------------|-------------------------------|------------------------------------|
| 1. 4507 S.W. Anderson St. | 4507 S.E. Anderson St. | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 2. 1794468.30 | 1794468.30 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 3. Cell# 818-620-4331 | Cell# 810-620-4331 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 4. 09/23/95-5/31/98 | 09/23/95-5/31/98 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 5. Jackson M. Miller | Jackson N. Miller | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 6. DL-973261118 | DL-973361118 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 7. 51326-45-LTD | 51326-45-LTD | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 8. Order #307721-588 | Order #307721-558 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 9. Colson Enterprises, Inc. | Colsen Enterprises, Inc. | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 10. 1755 Lake Lucerne Circle | 17555 Lake Lucerne Circle | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 11. P.O. #0327-196 | PO #0327-196 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 12. 151 10 72113 12 | 151 10 72113 12 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 13. AARP-AAARRGG | AARP-AARRGG | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 14. 8211364.013111 | 8211364.013311 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 15. \$93615 CS 10922 | \$93615 CS 10992 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 16. St. Petersburg, FL 81243 | St. Petersburg, FL 81243 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 17. 15-09-87-03-15-95 | 15-09-89-03-15-95 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 18. SV-XX3277-VV021 | SV-XX3277-VV1021 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 19. Order #000111333 | Order #000113333 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 20. 89228733-478935 | 89228733-478935 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |

Atticus Skills Assessment Series

Attention to Detail

FORM 3.04

SCORE

Name (please print) _____

Date _____

Below are 20 pairs of names, addresses, and number combinations. Look at each pair and decide whether they are exactly the same or different, then put an "X" in the appropriate box. Look at the example to the right.

Example:

352-01 352-01

Same Different

You will have **2 minutes** to answer as many as you can.

STOP HERE UNTIL INSTRUCTED TO BEGIN TEST

- | | | | | |
|-----|--------------------------|---------------------------|-------------------------------|------------------------------------|
| 1. | 4507 S.W. Anderson St. | 4507 S.E. Anderson St. | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 2. | 1794468.30 | 1794468.30 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 3. | Cell# 818-620-4331 | Cell# 810-620-4331 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 4. | 09/23/95-5/31/98 | 09/23/95-5/31/98 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 5. | Jackson M. Miller | Jackson N. Miller | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 6. | DL-973261118 | DL-973361118 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 7. | 51326-45-LTD | 51326-45-LTD | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 8. | Order #307721-588 | Order #307721-558 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 9. | Colson Enterprises, Inc. | Colsen Enterprises, Inc. | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 10. | 1755 Lake Lucerne Circle | 17555 Lake Lucerne Circle | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 11. | P.O. #0327-196 | PO #0327-196 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 12. | 151 10 72113 12 | 151 10 72113 12 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 13. | AARP-AAARRGG | AARP-AARRGG | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 14. | 8211364.013111 | 8211364.013311 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 15. | \$93615 CS 10922 | \$93615 CS 10992 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 16. | St. Petersburg, FL 81243 | St. Petersburg, FL 81243 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 17. | 15-09-87-03-15-95 | 15-09-89-03-15-95 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 18. | SV-XX3277-VV021 | SV-XX3277-VV1021 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 19. | Order #0001111333 | Order #0001113333 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 20. | 89228733-478935 | 89228733-478935 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |

Atticus Skills Assessment Series

Attention to Detail

FORM 3.04

SCORE

Name (please print) _____

Date _____

Below are 20 pairs of names, addresses, and number combinations. Look at each pair and decide whether they are exactly the same or different, then put an "X" in the appropriate box. Look at the example to the right.

Example:

352-01 352-01

Same Different

You will have **2 minutes** to answer as many as you can.

STOP HERE UNTIL INSTRUCTED TO BEGIN TEST

- | | | | | |
|-----|--------------------------|---------------------------|-------------------------------|------------------------------------|
| 1. | 4507 S.W. Anderson St. | 4507 S.E. Anderson St. | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 2. | 1794468.30 | 1794468.30 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 3. | Cell# 818-620-4331 | Cell# 810-620-4331 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 4. | 09/23/95-5/31/98 | 09/23/95-5/31/98 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 5. | Jackson M. Miller | Jackson N. Miller | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 6. | DL-973261118 | DL-973361118 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 7. | 51326-45-LTD | 51326-45-LTD | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 8. | Order #307721-588 | Order #307721-558 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 9. | Colson Enterprises, Inc. | Colsen Enterprises, Inc. | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 10. | 1755 Lake Lucerne Circle | 17555 Lake Lucerne Circle | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 11. | P.O. #0327-196 | PO #0327-196 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 12. | 151 10 72113 12 | 151 10 72113 12 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 13. | AARP-AAARRGG | AARP-AARRGG | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 14. | 8211364.013111 | 8211364.013311 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 15. | \$93615 CS 10922 | \$93615 CS 10992 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 16. | St. Petersburg, FL 81243 | St. Petersburg, FL 81243 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 17. | 15-09-87-03-15-95 | 15-09-89-03-15-95 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 18. | SV-XX3277-VV021 | SV-XX3277-VV1021 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 19. | Order #0001111333 | Order #0001113333 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 20. | 89228733-478935 | 89228733-478935 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |

Atticus Skills Assessment Series

Attention to Detail

FORM 3.04

SCORE

Name (please print) _____

Date _____

Below are 20 pairs of names, addresses, and number combinations. Look at each pair and decide whether they are exactly the same or different, then put an "X" in the appropriate box. Look at the example to the right.

Example:

352-01 352-01

Same Different

You will have **2 minutes** to answer as many as you can.

STOP HERE UNTIL INSTRUCTED TO BEGIN TEST

- | | | | | |
|-----|--------------------------|---------------------------|-------------------------------|------------------------------------|
| 1. | 4507 S.W. Anderson St. | 4507 S.E. Anderson St. | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 2. | 1794468.30 | 1794468.30 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 3. | Cell# 818-620-4331 | Cell# 810-620-4331 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 4. | 09/23/95-5/31/98 | 09/23/95-5/31/98 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 5. | Jackson M. Miller | Jackson N. Miller | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 6. | DL-973261118 | DL-973361118 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 7. | 51326-45-LTD | 51326-45-LTD | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 8. | Order #307721-588 | Order #307721-558 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 9. | Colson Enterprises, Inc. | Colsen Enterprises, Inc. | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 10. | 1755 Lake Lucerne Circle | 17555 Lake Lucerne Circle | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 11. | P.O. #0327-196 | PO #0327-196 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 12. | 151 10 72113 12 | 151 10 72113 12 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 13. | AARP-AAARRGG | AARP-AARRGG | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 14. | 8211364.013111 | 8211364.013311 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 15. | \$93615 CS 10922 | \$93615 CS 10992 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 16. | St. Petersburg, FL 81243 | St. Petersburg, FL 81243 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 17. | 15-09-87-03-15-95 | 15-09-89-03-15-95 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 18. | SV-XX3277-VV021 | SV-XX3277-VV1021 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 19. | Order #0001111333 | Order #0001113333 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 20. | 89228733-478935 | 89228733-478935 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |

Atticus Skills Assessment Series

Attention to Detail

FORM 3.04

SCORE

Name (please print) _____

Date _____

Below are 20 pairs of names, addresses, and number combinations. Look at each pair and decide whether they are exactly the same or different, then put an "X" in the appropriate box. Look at the example to the right.

Example:

352-01 352-01

Same Different

You will have **2 minutes** to answer as many as you can.

STOP HERE UNTIL INSTRUCTED TO BEGIN TEST

- | | | | | |
|-----|--------------------------|---------------------------|-------------------------------|------------------------------------|
| 1. | 4507 S.W. Anderson St. | 4507 S.E. Anderson St. | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 2. | 1794468.30 | 1794468.30 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 3. | Cell# 818-620-4331 | Cell# 810-620-4331 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 4. | 09/23/95-5/31/98 | 09/23/95-5/31/98 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 5. | Jackson M. Miller | Jackson N. Miller | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 6. | DL-973261118 | DL-973361118 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 7. | 51326-45-LTD | 51326-45-LTD | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 8. | Order #307721-588 | Order #307721-558 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 9. | Colson Enterprises, Inc. | Colsen Enterprises, Inc. | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 10. | 1755 Lake Lucerne Circle | 17555 Lake Lucerne Circle | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 11. | P.O. #0327-196 | PO #0327-196 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 12. | 151 10 72113 12 | 151 10 72113 12 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 13. | AARP-AAARRGG | AARP-AARRGG | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 14. | 8211364.013111 | 8211364.013311 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 15. | \$93615 CS 10922 | \$93615 CS 10992 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 16. | St. Petersburg, FL 81243 | St. Petersburg, FL 81243 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 17. | 15-09-87-03-15-95 | 15-09-89-03-15-95 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 18. | SV-XX3277-VV021 | SV-XX3277-VV1021 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 19. | Order #0001111333 | Order #0001113333 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 20. | 89228733-478935 | 89228733-478935 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |

Atticus Skills Assessment Series

Attention to Detail

FORM 3.04

SCORE

Name (please print) _____

Date _____

Below are 20 pairs of names, addresses, and number combinations. Look at each pair and decide whether they are exactly the same or different, then put an "X" in the appropriate box. Look at the example to the right.

Example:

352-01 352-01

Same Different

You will have **2 minutes** to answer as many as you can.

STOP HERE UNTIL INSTRUCTED TO BEGIN TEST

- | | | | | |
|-----|--------------------------|---------------------------|-------------------------------|------------------------------------|
| 1. | 4507 S.W. Anderson St. | 4507 S.E. Anderson St. | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 2. | 1794468.30 | 1794468.30 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 3. | Cell# 818-620-4331 | Cell# 810-620-4331 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 4. | 09/23/95-5/31/98 | 09/23/95-5/31/98 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 5. | Jackson M. Miller | Jackson N. Miller | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 6. | DL-973261118 | DL-973361118 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 7. | 51326-45-LTD | 51326-45-LTD | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 8. | Order #307721-588 | Order #307721-558 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 9. | Colson Enterprises, Inc. | Colsen Enterprises, Inc. | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 10. | 1755 Lake Lucerne Circle | 17555 Lake Lucerne Circle | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 11. | P.O. #0327-196 | PO #0327-196 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 12. | 151 10 72113 12 | 151 10 72113 12 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 13. | AARP-AAARRGG | AARP-AARRGG | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 14. | 8211364.013111 | 8211364.013311 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 15. | \$93615 CS 10922 | \$93615 CS 10992 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 16. | St. Petersburg, FL 81243 | St. Petersburg, FL 81243 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 17. | 15-09-87-03-15-95 | 15-09-89-03-15-95 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 18. | SV-XX3277-VV021 | SV-XX3277-VV1021 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 19. | Order #0001111333 | Order #0001113333 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 20. | 89228733-478935 | 89228733-478935 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |

Atticus Skills Assessment Series

Attention to Detail

FORM 3.04

SCORE

Name (please print) _____

Date _____

Below are 20 pairs of names, addresses, and number combinations. Look at each pair and decide whether they are exactly the same or different, then put an "X" in the appropriate box. Look at the example to the right.

Example:

352-01 352-01

Same Different

You will have **2 minutes** to answer as many as you can.

STOP HERE UNTIL INSTRUCTED TO BEGIN TEST

- | | | | |
|------------------------------|---------------------------|-------------------------------|------------------------------------|
| 1. 4507 S.W. Anderson St. | 4507 S.E. Anderson St. | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 2. 1794468.30 | 1794468.30 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 3. Cell# 818-620-4331 | Cell# 810-620-4331 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 4. 09/23/95-5/31/98 | 09/23/95-5/31/98 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 5. Jackson M. Miller | Jackson N. Miller | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 6. DL-973261118 | DL-973361118 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 7. 51326-45-LTD | 51326-45-LTD | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 8. Order #307721-588 | Order #307721-558 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 9. Colson Enterprises, Inc. | Colsen Enterprises, Inc. | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 10. 1755 Lake Lucerne Circle | 17555 Lake Lucerne Circle | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 11. P.O. #0327-196 | PO #0327-196 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 12. 151 10 72113 12 | 151 10 72113 12 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 13. AARP-AAARRGG | AARP-AARRGG | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 14. 8211364.013111 | 8211364.013311 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 15. \$93615 CS 10922 | \$93615 CS 10992 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 16. St. Petersburg, FL 81243 | St. Petersburg, FL 81243 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 17. 15-09-87-03-15-95 | 15-09-89-03-15-95 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 18. SV-XX3277-VV021 | SV-XX3277-VV1021 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 19. Order #0001111333 | Order #0001113333 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 20. 89228733-478935 | 89228733-478935 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |

Atticus Skills Assessment Series

Attention to Detail

FORM 3.04

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|------------------------------|---------------------------|-------------------------------|------------------------------------|
| 1. 4507 S.W. Anderson St. | 4507 S.E. Anderson St. | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 2. 1794468.30 | 1794468.30 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 3. Cell# 818-620-4331 | Cell# 810-620-4331 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 4. 09/23/95-5/31/98 | 09/23/95-5/31/98 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
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| 6. DL-973261118 | DL-973361118 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 7. 51326-45-LTD | 51326-45-LTD | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 8. Order #307721-588 | Order #307721-558 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 9. Colson Enterprises, Inc. | Colsen Enterprises, Inc. | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 10. 1755 Lake Lucerne Circle | 17555 Lake Lucerne Circle | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 11. P.O. #0327-196 | PO #0327-196 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 12. 151 10 72113 12 | 151 10 72113 12 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 13. AARP-AAARRGG | AARP-AARRGG | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 14. 8211364.013111 | 8211364.013311 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 15. \$93615 CS 10922 | \$93615 CS 10992 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 16. St. Petersburg, FL 81243 | St. Petersburg, FL 81243 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 17. 15-09-87-03-15-95 | 15-09-89-03-15-95 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 18. SV-XX3277-VV021 | SV-XX3277-VV1021 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 19. Order #0001111333 | Order #0001113333 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 20. 89228733-478935 | 89228733-478935 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |

Atticus Skills Assessment Series

Attention to Detail

FORM 3.04

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Date _____

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|-----|--------------------------|---------------------------|-------------------------------|------------------------------------|
| 1. | 4507 S.W. Anderson St. | 4507 S.E. Anderson St. | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 2. | 1794468.30 | 1794468.30 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 3. | Cell# 818-620-4331 | Cell# 810-620-4331 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 4. | 09/23/95-5/31/98 | 09/23/95-5/31/98 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 5. | Jackson M. Miller | Jackson N. Miller | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 6. | DL-973261118 | DL-973361118 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 7. | 51326-45-LTD | 51326-45-LTD | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 8. | Order #307721-588 | Order #307721-558 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 9. | Colson Enterprises, Inc. | Colsen Enterprises, Inc. | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 10. | 1755 Lake Lucerne Circle | 17555 Lake Lucerne Circle | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 11. | P.O. #0327-196 | PO #0327-196 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 12. | 151 10 72113 12 | 151 10 72113 12 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 13. | AARP-AAARRGG | AARP-AARRGG | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 14. | 8211364.013111 | 8211364.013311 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 15. | \$93615 CS 10922 | \$93615 CS 10992 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 16. | St. Petersburg, FL 81243 | St. Petersburg, FL 81243 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 17. | 15-09-87-03-15-95 | 15-09-89-03-15-95 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 18. | SV-XX3277-VV021 | SV-XX3277-VV1021 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 19. | Order #0001111333 | Order #0001113333 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 20. | 89228733-478935 | 89228733-478935 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |

Atticus Skills Assessment Series

Attention to Detail

FORM 3.04

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| 3. | Cell# 818-620-4331 | Cell# 810-620-4331 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 4. | 09/23/95-5/31/98 | 09/23/95-5/31/98 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
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| 6. | DL-973261118 | DL-973361118 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 7. | 51326-45-LTD | 51326-45-LTD | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 8. | Order #307721-588 | Order #307721-558 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
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| 11. | P.O. #0327-196 | PO #0327-196 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 12. | 151 10 72113 12 | 151 10 72113 12 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 13. | AARP-AAARRGG | AARP-AARRGG | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 14. | 8211364.013111 | 8211364.013311 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 15. | \$93615 CS 10922 | \$93615 CS 10992 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 16. | St. Petersburg, FL 81243 | St. Petersburg, FL 81243 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 17. | 15-09-87-03-15-95 | 15-09-89-03-15-95 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 18. | SV-XX3277-VV021 | SV-XX3277-VV1021 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 19. | Order #0001111333 | Order #0001113333 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 20. | 89228733-478935 | 89228733-478935 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |

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| 7. | 51326-45-LTD | 51326-45-LTD | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
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| 11. | P.O. #0327-196 | PO #0327-196 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 12. | 151 10 72113 12 | 151 10 72113 12 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 13. | AARP-AAARRGG | AARP-AARRGG | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 14. | 8211364.013111 | 8211364.013311 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 15. | \$93615 CS 10922 | \$93615 CS 10992 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 16. | St. Petersburg, FL 81243 | St. Petersburg, FL 81243 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 17. | 15-09-87-03-15-95 | 15-09-89-03-15-95 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 18. | SV-XX3277-VV021 | SV-XX3277-VV1021 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 19. | Order #0001111333 | Order #0001113333 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 20. | 89228733-478935 | 89228733-478935 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |

Atticus Skills Assessment Series

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| 12. | 151 10 72113 12 | 151 10 72113 12 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
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| 6. DL-973261118 | DL-973361118 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 7. 51326-45-LTD | 51326-45-LTD | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
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| 12. 151 10 72113 12 | 151 10 72113 12 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
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| 19. Order #0001111333 | Order #0001113333 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
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| 7. | 51326-45-LTD | 51326-45-LTD | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
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| 17. | 15-09-87-03-15-95 | 15-09-89-03-15-95 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
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Name (please print) _____

Date _____

Below are 20 pairs of names, addresses, and number combinations. Look at each pair and decide whether they are exactly the same or different, then put an "X" in the appropriate box. Look at the example to the right.

Example:

352-01 352-01

Same Different

You will have **2 minutes** to answer as many as you can.

STOP HERE UNTIL INSTRUCTED TO BEGIN TEST

- | | | | | |
|-----|--------------------------|---------------------------|-------------------------------|------------------------------------|
| 1. | 4507 S.W. Anderson St. | 4507 S.E. Anderson St. | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 2. | 1794468.30 | 1794468.30 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 3. | Cell# 818-620-4331 | Cell# 810-620-4331 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 4. | 09/23/95-5/31/98 | 09/23/95-5/31/98 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 5. | Jackson M. Miller | Jackson N. Miller | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 6. | DL-973261118 | DL-973361118 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 7. | 51326-45-LTD | 51326-45-LTD | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 8. | Order #307721-588 | Order #307721-558 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 9. | Colson Enterprises, Inc. | Colsen Enterprises, Inc. | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 10. | 1755 Lake Lucerne Circle | 17555 Lake Lucerne Circle | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 11. | P.O. #0327-196 | PO #0327-196 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 12. | 151 10 72113 12 | 151 10 72113 12 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 13. | AARP-AAARRGG | AARP-AARRGG | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 14. | 8211364.013111 | 8211364.013311 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 15. | \$93615 CS 10922 | \$93615 CS 10992 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 16. | St. Petersburg, FL 81243 | St. Petersburg, FL 81243 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 17. | 15-09-87-03-15-95 | 15-09-89-03-15-95 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 18. | SV-XX3277-VV021 | SV-XX3277-VV1021 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 19. | Order #0001111333 | Order #0001113333 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 20. | 89228733-478935 | 89228733-478935 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |

Atticus Skills Assessment Series

Attention to Detail

FORM 3.04

SCORE

Name (please print) _____

Date _____

Below are 20 pairs of names, addresses, and number combinations. Look at each pair and decide whether they are exactly the same or different, then put an "X" in the appropriate box. Look at the example to the right.

Example:

352-01 352-01

Same Different

You will have **2 minutes** to answer as many as you can.

STOP HERE UNTIL INSTRUCTED TO BEGIN TEST

- | | | | | |
|-----|--------------------------|---------------------------|-------------------------------|------------------------------------|
| 1. | 4507 S.W. Anderson St. | 4507 S.E. Anderson St. | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 2. | 1794468.30 | 1794468.30 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 3. | Cell# 818-620-4331 | Cell# 810-620-4331 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 4. | 09/23/95-5/31/98 | 09/23/95-5/31/98 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 5. | Jackson M. Miller | Jackson N. Miller | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 6. | DL-973261118 | DL-973361118 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 7. | 51326-45-LTD | 51326-45-LTD | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 8. | Order #307721-588 | Order #307721-558 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 9. | Colson Enterprises, Inc. | Colsen Enterprises, Inc. | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 10. | 1755 Lake Lucerne Circle | 17555 Lake Lucerne Circle | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 11. | P.O. #0327-196 | PO #0327-196 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 12. | 151 10 72113 12 | 151 10 72113 12 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 13. | AARP-AAARRGG | AARP-AARRGG | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 14. | 8211364.013111 | 8211364.013311 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 15. | \$93615 CS 10922 | \$93615 CS 10992 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 16. | St. Petersburg, FL 81243 | St. Petersburg, FL 81243 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 17. | 15-09-87-03-15-95 | 15-09-89-03-15-95 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 18. | SV-XX3277-VV021 | SV-XX3277-VV1021 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 19. | Order #0001111333 | Order #0001113333 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 20. | 89228733-478935 | 89228733-478935 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |

Atticus Skills Assessment Series

Attention to Detail

FORM 3.04

SCORE

Name (please print) _____

Date _____

Below are 20 pairs of names, addresses, and number combinations. Look at each pair and decide whether they are exactly the same or different, then put an "X" in the appropriate box. Look at the example to the right.

Example:

352-01 352-01

Same Different

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STOP HERE UNTIL INSTRUCTED TO BEGIN TEST

- | | | | | |
|-----|--------------------------|---------------------------|-------------------------------|------------------------------------|
| 1. | 4507 S.W. Anderson St. | 4507 S.E. Anderson St. | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 2. | 1794468.30 | 1794468.30 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 3. | Cell# 818-620-4331 | Cell# 810-620-4331 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 4. | 09/23/95-5/31/98 | 09/23/95-5/31/98 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 5. | Jackson M. Miller | Jackson N. Miller | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 6. | DL-973261118 | DL-973361118 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 7. | 51326-45-LTD | 51326-45-LTD | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 8. | Order #307721-588 | Order #307721-558 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 9. | Colson Enterprises, Inc. | Colsen Enterprises, Inc. | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 10. | 1755 Lake Lucerne Circle | 17555 Lake Lucerne Circle | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 11. | P.O. #0327-196 | PO #0327-196 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 12. | 151 10 72113 12 | 151 10 72113 12 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 13. | AARP-AAARRGG | AARP-AARRGG | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 14. | 8211364.013111 | 8211364.013311 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 15. | \$93615 CS 10922 | \$93615 CS 10992 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 16. | St. Petersburg, FL 81243 | St. Petersburg, FL 81243 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 17. | 15-09-87-03-15-95 | 15-09-89-03-15-95 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 18. | SV-XX3277-VV021 | SV-XX3277-VV1021 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 19. | Order #0001111333 | Order #0001113333 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 20. | 89228733-478935 | 89228733-478935 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |

Atticus Skills Assessment Series

Attention to Detail

FORM 3.04

SCORE

Name (please print) _____

Date _____

Below are 20 pairs of names, addresses, and number combinations. Look at each pair and decide whether they are exactly the same or different, then put an "X" in the appropriate box. Look at the example to the right.

Example:

352-01 352-01

Same Different

You will have **2 minutes** to answer as many as you can.

STOP HERE UNTIL INSTRUCTED TO BEGIN TEST

- | | | | | |
|-----|--------------------------|---------------------------|-------------------------------|------------------------------------|
| 1. | 4507 S.W. Anderson St. | 4507 S.E. Anderson St. | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 2. | 1794468.30 | 1794468.30 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 3. | Cell# 818-620-4331 | Cell# 810-620-4331 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 4. | 09/23/95-5/31/98 | 09/23/95-5/31/98 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 5. | Jackson M. Miller | Jackson N. Miller | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 6. | DL-973261118 | DL-973361118 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 7. | 51326-45-LTD | 51326-45-LTD | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 8. | Order #307721-588 | Order #307721-558 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 9. | Colson Enterprises, Inc. | Colsen Enterprises, Inc. | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 10. | 1755 Lake Lucerne Circle | 17555 Lake Lucerne Circle | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 11. | P.O. #0327-196 | PO #0327-196 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 12. | 151 10 72113 12 | 151 10 72113 12 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 13. | AARP-AAARRGG | AARP-AARRGG | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 14. | 8211364.013111 | 8211364.013311 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 15. | \$93615 CS 10922 | \$93615 CS 10992 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 16. | St. Petersburg, FL 81243 | St. Petersburg, FL 81243 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 17. | 15-09-87-03-15-95 | 15-09-89-03-15-95 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 18. | SV-XX3277-VV021 | SV-XX3277-VV1021 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 19. | Order #0001111333 | Order #0001113333 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 20. | 89228733-478935 | 89228733-478935 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |

Atticus Skills Assessment Series

Attention to Detail

FORM 3.04

SCORE

Name (please print) _____

Date _____

Below are 20 pairs of names, addresses, and number combinations. Look at each pair and decide whether they are exactly the same or different, then put an "X" in the appropriate box. Look at the example to the right.

Example:

352-01 352-01

Same Different

You will have **2 minutes** to answer as many as you can.

STOP HERE UNTIL INSTRUCTED TO BEGIN TEST

- | | | | | |
|-----|--------------------------|---------------------------|-------------------------------|------------------------------------|
| 1. | 4507 S.W. Anderson St. | 4507 S.E. Anderson St. | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 2. | 1794468.30 | 1794468.30 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 3. | Cell# 818-620-4331 | Cell# 810-620-4331 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 4. | 09/23/95-5/31/98 | 09/23/95-5/31/98 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 5. | Jackson M. Miller | Jackson N. Miller | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 6. | DL-973261118 | DL-973361118 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 7. | 51326-45-LTD | 51326-45-LTD | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 8. | Order #307721-588 | Order #307721-558 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 9. | Colson Enterprises, Inc. | Colsen Enterprises, Inc. | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 10. | 1755 Lake Lucerne Circle | 17555 Lake Lucerne Circle | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 11. | P.O. #0327-196 | PO #0327-196 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 12. | 151 10 72113 12 | 151 10 72113 12 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 13. | AARP-AAARRGG | AARP-AARRGG | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 14. | 8211364.013111 | 8211364.013311 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 15. | \$93615 CS 10922 | \$93615 CS 10992 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 16. | St. Petersburg, FL 81243 | St. Petersburg, FL 81243 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 17. | 15-09-87-03-15-95 | 15-09-89-03-15-95 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 18. | SV-XX3277-VV021 | SV-XX3277-VV1021 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 19. | Order #000111333 | Order #000113333 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 20. | 89228733-478935 | 89228733-478935 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |

Atticus Skills Assessment Series

Attention to Detail

FORM 3.04

SCORE

Name (please print) _____

Date _____

Below are 20 pairs of names, addresses, and number combinations. Look at each pair and decide whether they are exactly the same or different, then put an "X" in the appropriate box. Look at the example to the right.

Example:

352-01 352-01

Same Different

You will have **2 minutes** to answer as many as you can.

STOP HERE UNTIL INSTRUCTED TO BEGIN TEST

- | | | | | |
|-----|--------------------------|---------------------------|-------------------------------|------------------------------------|
| 1. | 4507 S.W. Anderson St. | 4507 S.E. Anderson St. | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 2. | 1794468.30 | 1794468.30 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 3. | Cell# 818-620-4331 | Cell# 810-620-4331 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 4. | 09/23/95-5/31/98 | 09/23/95-5/31/98 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 5. | Jackson M. Miller | Jackson N. Miller | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 6. | DL-973261118 | DL-973361118 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 7. | 51326-45-LTD | 51326-45-LTD | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 8. | Order #307721-588 | Order #307721-558 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 9. | Colson Enterprises, Inc. | Colsen Enterprises, Inc. | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 10. | 1755 Lake Lucerne Circle | 17555 Lake Lucerne Circle | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 11. | P.O. #0327-196 | PO #0327-196 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 12. | 151 10 72113 12 | 151 10 72113 12 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 13. | AARP-AAARRGG | AARP-AARRGG | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 14. | 8211364.013111 | 8211364.013311 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 15. | \$93615 CS 10922 | \$93615 CS 10992 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 16. | St. Petersburg, FL 81243 | St. Petersburg, FL 81243 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 17. | 15-09-87-03-15-95 | 15-09-89-03-15-95 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 18. | SV-XX3277-VV021 | SV-XX3277-VV1021 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 19. | Order #0001111333 | Order #0001113333 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 20. | 89228733-478935 | 89228733-478935 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |

Atticus Skills Assessment Series

Attention to Detail

FORM 3.04

SCORE

Name (please print) _____

Date _____

Below are 20 pairs of names, addresses, and number combinations. Look at each pair and decide whether they are exactly the same or different, then put an "X" in the appropriate box. Look at the example to the right.

Example:

352-01 352-01

Same Different

You will have **2 minutes** to answer as many as you can.

STOP HERE UNTIL INSTRUCTED TO BEGIN TEST

- | | | | | |
|-----|--------------------------|---------------------------|-------------------------------|------------------------------------|
| 1. | 4507 S.W. Anderson St. | 4507 S.E. Anderson St. | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 2. | 1794468.30 | 1794468.30 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 3. | Cell# 818-620-4331 | Cell# 810-620-4331 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 4. | 09/23/95-5/31/98 | 09/23/95-5/31/98 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 5. | Jackson M. Miller | Jackson N. Miller | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 6. | DL-973261118 | DL-973361118 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 7. | 51326-45-LTD | 51326-45-LTD | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 8. | Order #307721-588 | Order #307721-558 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 9. | Colson Enterprises, Inc. | Colsen Enterprises, Inc. | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 10. | 1755 Lake Lucerne Circle | 17555 Lake Lucerne Circle | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 11. | P.O. #0327-196 | PO #0327-196 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 12. | 151 10 72113 12 | 151 10 72113 12 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 13. | AARP-AAARRGG | AARP-AARRGG | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 14. | 8211364.013111 | 8211364.013311 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 15. | \$93615 CS 10922 | \$93615 CS 10992 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 16. | St. Petersburg, FL 81243 | St. Petersburg, FL 81243 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 17. | 15-09-87-03-15-95 | 15-09-89-03-15-95 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 18. | SV-XX3277-VV021 | SV-XX3277-VV1021 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 19. | Order #0001111333 | Order #0001113333 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 20. | 89228733-478935 | 89228733-478935 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |

Atticus Skills Assessment Series

Attention to Detail

FORM 3.04

SCORE

Name (please print) _____

Date _____

Below are 20 pairs of names, addresses, and number combinations. Look at each pair and decide whether they are exactly the same or different, then put an "X" in the appropriate box. Look at the example to the right.

Example:

352-01 352-01

Same Different

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STOP HERE UNTIL INSTRUCTED TO BEGIN TEST

- | | | | |
|------------------------------|---------------------------|-------------------------------|------------------------------------|
| 1. 4507 S.W. Anderson St. | 4507 S.E. Anderson St. | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 2. 1794468.30 | 1794468.30 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 3. Cell# 818-620-4331 | Cell# 810-620-4331 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 4. 09/23/95-5/31/98 | 09/23/95-5/31/98 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 5. Jackson M. Miller | Jackson N. Miller | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 6. DL-973261118 | DL-973361118 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 7. 51326-45-LTD | 51326-45-LTD | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 8. Order #307721-588 | Order #307721-558 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 9. Colson Enterprises, Inc. | Colsen Enterprises, Inc. | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 10. 1755 Lake Lucerne Circle | 17555 Lake Lucerne Circle | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 11. P.O. #0327-196 | PO #0327-196 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 12. 151 10 72113 12 | 151 10 72113 12 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 13. AARP-AAARRGG | AARP-AARRGG | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 14. 8211364.013111 | 8211364.013311 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 15. \$93615 CS 10922 | \$93615 CS 10992 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 16. St. Petersburg, FL 81243 | St. Petersburg, FL 81243 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 17. 15-09-87-03-15-95 | 15-09-89-03-15-95 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 18. SV-XX3277-VV021 | SV-XX3277-VV1021 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 19. Order #000111333 | Order #000113333 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 20. 89228733-478935 | 89228733-478935 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |

Atticus Skills Assessment Series

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FORM 3.04

SCORE

Name (please print) _____

Date _____

Below are 20 pairs of names, addresses, and number combinations. Look at each pair and decide whether they are exactly the same or different, then put an "X" in the appropriate box. Look at the example to the right.

Example:

352-01 352-01

Same Different

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STOP HERE UNTIL INSTRUCTED TO BEGIN TEST

- | | | | | |
|-----|--------------------------|---------------------------|-------------------------------|------------------------------------|
| 1. | 4507 S.W. Anderson St. | 4507 S.E. Anderson St. | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 2. | 1794468.30 | 1794468.30 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 3. | Cell# 818-620-4331 | Cell# 810-620-4331 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 4. | 09/23/95-5/31/98 | 09/23/95-5/31/98 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 5. | Jackson M. Miller | Jackson N. Miller | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 6. | DL-973261118 | DL-973361118 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 7. | 51326-45-LTD | 51326-45-LTD | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 8. | Order #307721-588 | Order #307721-558 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 9. | Colson Enterprises, Inc. | Colsen Enterprises, Inc. | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 10. | 1755 Lake Lucerne Circle | 17555 Lake Lucerne Circle | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 11. | P.O. #0327-196 | PO #0327-196 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 12. | 151 10 72113 12 | 151 10 72113 12 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 13. | AARP-AAARRGG | AARP-AARRGG | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 14. | 8211364.013111 | 8211364.013311 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 15. | \$93615 CS 10922 | \$93615 CS 10992 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 16. | St. Petersburg, FL 81243 | St. Petersburg, FL 81243 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 17. | 15-09-87-03-15-95 | 15-09-89-03-15-95 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 18. | SV-XX3277-VV021 | SV-XX3277-VV1021 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 19. | Order #0001111333 | Order #0001113333 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 20. | 89228733-478935 | 89228733-478935 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |

Atticus Skills Assessment Series

Attention to Detail

FORM 3.04

SCORE

Name (please print) _____

Date _____

Below are 20 pairs of names, addresses, and number combinations. Look at each pair and decide whether they are exactly the same or different, then put an "X" in the appropriate box. Look at the example to the right.

Example:

352-01 352-01

Same Different

You will have **2 minutes** to answer as many as you can.

STOP HERE UNTIL INSTRUCTED TO BEGIN TEST

- | | | | |
|------------------------------|---------------------------|-------------------------------|------------------------------------|
| 1. 4507 S.W. Anderson St. | 4507 S.E. Anderson St. | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 2. 1794468.30 | 1794468.30 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 3. Cell# 818-620-4331 | Cell# 810-620-4331 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 4. 09/23/95-5/31/98 | 09/23/95-5/31/98 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 5. Jackson M. Miller | Jackson N. Miller | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 6. DL-973261118 | DL-973361118 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 7. 51326-45-LTD | 51326-45-LTD | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 8. Order #307721-588 | Order #307721-558 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 9. Colson Enterprises, Inc. | Colsen Enterprises, Inc. | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 10. 1755 Lake Lucerne Circle | 17555 Lake Lucerne Circle | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 11. P.O. #0327-196 | PO #0327-196 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 12. 151 10 72113 12 | 151 10 72113 12 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 13. AARP-AAARRGG | AARP-AARRGG | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 14. 8211364.013111 | 8211364.013311 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 15. \$93615 CS 10922 | \$93615 CS 10992 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 16. St. Petersburg, FL 81243 | St. Petersburg, FL 81243 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 17. 15-09-87-03-15-95 | 15-09-89-03-15-95 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 18. SV-XX3277-VV021 | SV-XX3277-VV1021 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 19. Order #0001111333 | Order #0001113333 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 20. 89228733-478935 | 89228733-478935 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |

Atticus Skills Assessment Series

Attention to Detail

FORM 3.04

SCORE

Name (please print) _____

Date _____

Below are 20 pairs of names, addresses, and number combinations. Look at each pair and decide whether they are exactly the same or different, then put an "X" in the appropriate box. Look at the example to the right.

Example:

352-01 352-01

Same Different

You will have **2 minutes** to answer as many as you can.

STOP HERE UNTIL INSTRUCTED TO BEGIN TEST

- | | | | |
|------------------------------|---------------------------|-------------------------------|------------------------------------|
| 1. 4507 S.W. Anderson St. | 4507 S.E. Anderson St. | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 2. 1794468.30 | 1794468.30 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 3. Cell# 818-620-4331 | Cell# 810-620-4331 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 4. 09/23/95-5/31/98 | 09/23/95-5/31/98 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 5. Jackson M. Miller | Jackson N. Miller | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 6. DL-973261118 | DL-973361118 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 7. 51326-45-LTD | 51326-45-LTD | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 8. Order #307721-588 | Order #307721-558 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 9. Colson Enterprises, Inc. | Colsen Enterprises, Inc. | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 10. 1755 Lake Lucerne Circle | 17555 Lake Lucerne Circle | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 11. P.O. #0327-196 | PO #0327-196 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 12. 151 10 72113 12 | 151 10 72113 12 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 13. AARP-AAARRGG | AARP-AARRGG | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 14. 8211364.013111 | 8211364.013311 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 15. \$93615 CS 10922 | \$93615 CS 10992 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 16. St. Petersburg, FL 81243 | St. Petersburg, FL 81243 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 17. 15-09-87-03-15-95 | 15-09-89-03-15-95 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 18. SV-XX3277-VV021 | SV-XX3277-VV1021 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 19. Order #0001111333 | Order #0001113333 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 20. 89228733-478935 | 89228733-478935 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |

Atticus Skills Assessment Series

Attention to Detail

FORM 3.04

SCORE

Name (please print) _____

Date _____

Below are 20 pairs of names, addresses, and number combinations. Look at each pair and decide whether they are exactly the same or different, then put an "X" in the appropriate box. Look at the example to the right.

Example:

352-01 352-01

Same Different

You will have **2 minutes** to answer as many as you can.

STOP HERE UNTIL INSTRUCTED TO BEGIN TEST

- | | | | | |
|-----|--------------------------|---------------------------|-------------------------------|------------------------------------|
| 1. | 4507 S.W. Anderson St. | 4507 S.E. Anderson St. | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 2. | 1794468.30 | 1794468.30 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 3. | Cell# 818-620-4331 | Cell# 810-620-4331 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 4. | 09/23/95-5/31/98 | 09/23/95-5/31/98 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 5. | Jackson M. Miller | Jackson N. Miller | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 6. | DL-973261118 | DL-973361118 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 7. | 51326-45-LTD | 51326-45-LTD | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 8. | Order #307721-588 | Order #307721-558 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 9. | Colson Enterprises, Inc. | Colsen Enterprises, Inc. | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 10. | 1755 Lake Lucerne Circle | 17555 Lake Lucerne Circle | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 11. | P.O. #0327-196 | PO #0327-196 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 12. | 151 10 72113 12 | 151 10 72113 12 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 13. | AARP-AAARRGG | AARP-AARRGG | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 14. | 8211364.013111 | 8211364.013311 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 15. | \$93615 CS 10922 | \$93615 CS 10992 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 16. | St. Petersburg, FL 81243 | St. Petersburg, FL 81243 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 17. | 15-09-87-03-15-95 | 15-09-89-03-15-95 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 18. | SV-XX3277-VV021 | SV-XX3277-VV1021 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 19. | Order #0001111333 | Order #0001113333 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 20. | 89228733-478935 | 89228733-478935 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |

Atticus Skills Assessment Series

Attention to Detail

FORM 3.04

SCORE

Name (please print) _____

Date _____

Below are 20 pairs of names, addresses, and number combinations. Look at each pair and decide whether they are exactly the same or different, then put an "X" in the appropriate box. Look at the example to the right.

Example:

352-01 352-01

Same Different

You will have **2 minutes** to answer as many as you can.

STOP HERE UNTIL INSTRUCTED TO BEGIN TEST

- | | | | |
|------------------------------|---------------------------|-------------------------------|------------------------------------|
| 1. 4507 S.W. Anderson St. | 4507 S.E. Anderson St. | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 2. 1794468.30 | 1794468.30 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 3. Cell# 818-620-4331 | Cell# 810-620-4331 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 4. 09/23/95-5/31/98 | 09/23/95-5/31/98 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 5. Jackson M. Miller | Jackson N. Miller | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 6. DL-973261118 | DL-973361118 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 7. 51326-45-LTD | 51326-45-LTD | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 8. Order #307721-588 | Order #307721-558 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 9. Colson Enterprises, Inc. | Colsen Enterprises, Inc. | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 10. 1755 Lake Lucerne Circle | 17555 Lake Lucerne Circle | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 11. P.O. #0327-196 | PO #0327-196 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 12. 151 10 72113 12 | 151 10 72113 12 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 13. AARP-AAARRGG | AARP-AARRGG | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 14. 8211364.013111 | 8211364.013311 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 15. \$93615 CS 10922 | \$93615 CS 10992 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 16. St. Petersburg, FL 81243 | St. Petersburg, FL 81243 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 17. 15-09-87-03-15-95 | 15-09-89-03-15-95 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 18. SV-XX3277-VV021 | SV-XX3277-VV1021 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 19. Order #000111333 | Order #000113333 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 20. 89228733-478935 | 89228733-478935 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |

Atticus Skills Assessment Series

Attention to Detail

FORM 3.04

SCORE

Name (please print) _____

Date _____

Below are 20 pairs of names, addresses, and number combinations. Look at each pair and decide whether they are exactly the same or different, then put an "X" in the appropriate box. Look at the example to the right.

Example:

352-01 352-01

Same Different

You will have **2 minutes** to answer as many as you can.

STOP HERE UNTIL INSTRUCTED TO BEGIN TEST

- | | | | | |
|-----|--------------------------|---------------------------|-------------------------------|------------------------------------|
| 1. | 4507 S.W. Anderson St. | 4507 S.E. Anderson St. | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 2. | 1794468.30 | 1794468.30 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 3. | Cell# 818-620-4331 | Cell# 810-620-4331 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 4. | 09/23/95-5/31/98 | 09/23/95-5/31/98 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 5. | Jackson M. Miller | Jackson N. Miller | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 6. | DL-973261118 | DL-973361118 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 7. | 51326-45-LTD | 51326-45-LTD | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 8. | Order #307721-588 | Order #307721-558 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 9. | Colson Enterprises, Inc. | Colsen Enterprises, Inc. | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 10. | 1755 Lake Lucerne Circle | 17555 Lake Lucerne Circle | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 11. | P.O. #0327-196 | PO #0327-196 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 12. | 151 10 72113 12 | 151 10 72113 12 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 13. | AARP-AAARRGG | AARP-AARRGG | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 14. | 8211364.013111 | 8211364.013311 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 15. | \$93615 CS 10922 | \$93615 CS 10992 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 16. | St. Petersburg, FL 81243 | St. Petersburg, FL 81243 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 17. | 15-09-87-03-15-95 | 15-09-89-03-15-95 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 18. | SV-XX3277-VV021 | SV-XX3277-VV1021 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 19. | Order #0001111333 | Order #0001113333 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |
| 20. | 89228733-478935 | 89228733-478935 | <input type="checkbox"/> Same | <input type="checkbox"/> Different |

Atticus Skills Assessment Series

Grammar Test

FORM 3.05

SCORE

Name (please print) _____

Date _____

Below are 20 questions that measure how quickly you recognize errors in spelling, word usage, punctuation and capitalization. Place an "X" in the box of the most appropriate response.

Sample: Her sister, was very nice.
 Her sister was very nice.
 Her sister were very nice.
 Her sister, were very nice.

You will have 5 minutes to answer as many questions as you can.

STOP HERE UNTIL INSTRUCTED TO BEGIN TEST

1. There are two options (i.e. yes or no).
 There are two options (e.g. yes or no).
 There are two options (e.g., yes or no).
 There are two options (i.e., yes or no).
2. The lawyer's hard work contributed to its success.
 The lawyer's hard work contributed to it's success.
 The lawyers hard work contributed to its success.
 The lawyers hard work contributed to it's success.
3. How often are the documents revised?
 How often, are the documents revised?
 How often are them documents revised?
 How often, are them documents revised?
4. The box, as well as its contents, were removed.
 The box as well as its contents were removed.
 The box, as well as its contents, was removed.
 The box as well as its contents was removed.
5. Chris's project won the top award.
 Chris project won the top award.
 Chri's project won the top award.
 Chris'es project won the top award.
6. Irregardless of the outcome, she should stay.
 Irregardless of the outcome she should stay.
 Regardless of the outcome, she should stay.
 Regardless of the outcome she should stay.
7. Those paralegals are best friends.
 Those paralegals is best friends.
 Them paralegals are best friends.
 Them paralegals is best friends.
8. Their goals was not met.
 There goals were not met.
 They're goals were not met.
 Their goals were not met.
9. To whom did you refer?
 To whom, did you refer to?
 To who did you refer to?
 To who, did you refer to?
10. Our companies policy is concise.
 Our companys policy is concise.
 Our companie's policy is concise.
 Our company's policy is concise.
11. If you have this analyses, please give them to Jill.
 If you have that analyses, please give them to Jill.
 If you have those analyses, please give them to Jill.
 If you have them analyses, please give them to Jill.
12. He stated, "I need this project completed today!"
 He stated "I need this project completed today!"
 He stated: "I need this project completed today!"
 He stated, I need this project completed today!
13. The secretaries error was very costly.
 The secretarys error was very costly.
 The secretary's error was very costly.
 The secretaries' error was very costly.
14. The firm is headquartered in Orlando Florida.
 The firm is headquartered in Orlando, Florida.
 The firm is headquartered in orlando, Florida.
 The firm is headquartered in orlando, florida.
15. On May 9, 1998 their case went to trial.
 On May 9, 1998: their case went to trial.
 On May 9, 1998; their case went to trial.
 On May 9, 1998, their case went to trial.
16. The attorneys' latest case was her best.
 The attorneys latest case was her best.
 The attorney's latest case was her best.
 The attorney's latest case, was her best.
17. Of all the jobs I have had, I like this one more.
 Of all the jobs I have had, I like this one best.
 Of all the jobs I have had, I like this one better.
 Of all the jobs I have had, I like this one the greatest.
18. Was their department at fault?
 Was there department at fault?
 Were their department at fault?
 Was there department at fault?
19. The senior partner addressed her staff as follows
"We have all done a great job..."
 The senior partner addressed her staff as follows,
"We have all done a great job..."
 The senior partner addressed her staff as follows –
"We have all done a great job..."
 The senior partner addressed her staff as follows.
"We have all done a great job..."
20. Soon, president Hill will discuss his intentions.
 Soon President Hill will discuss his intentions.
 Soon president Hill will discuss his intentions.
 Soon, President Hill will discuss his intentions.

Atticus Skills Assessment Series

Grammar Test

FORM 3.05

SCORE

Name (please print) _____

Date _____

Below are 20 questions that measure how quickly you recognize errors in spelling, word usage, punctuation and capitalization. Place an "X" in the box of the most appropriate response.

Sample: Her sister, was very nice.
 Her sister was very nice.
 Her sister were very nice.
 Her sister, were very nice.

You will have 5 minutes to answer as many questions as you can.

STOP HERE UNTIL INSTRUCTED TO BEGIN TEST

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 There are two options (e.g., yes or no).
 There are two options (i.e., yes or no).
2. The lawyer's hard work contributed to its success.
 The lawyer's hard work contributed to it's success.
 The lawyers hard work contributed to its success.
 The lawyers hard work contributed to it's success.
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 How often, are the documents revised?
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 The box as well as its contents were removed.
 The box, as well as its contents, was removed.
 The box as well as its contents was removed.
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 Regardless of the outcome she should stay.
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 Them paralegals are best friends.
 Them paralegals is best friends.
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 There goals were not met.
 They're goals were not met.
 Their goals were not met.
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 To whom, did you refer to?
 To who did you refer to?
 To who, did you refer to?
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 Our companys policy is concise.
 Our companie's policy is concise.
 Our company's policy is concise.
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 The secretary's error was very costly.
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 The firm is headquartered in Orlando, Florida.
 The firm is headquartered in orlando, Florida.
 The firm is headquartered in orlando, florida.
15. On May 9, 1998 their case went to trial.
 On May 9, 1998: their case went to trial.
 On May 9, 1998; their case went to trial.
 On May 9, 1998, their case went to trial.
16. The attorneys' latest case was her best.
 The attorneys latest case was her best.
 The attorney's latest case was her best.
 The attorney's latest case, was her best.
17. Of all the jobs I have had, I like this one more.
 Of all the jobs I have had, I like this one best.
 Of all the jobs I have had, I like this one better.
 Of all the jobs I have had, I like this one the greatest.
18. Was their department at fault?
 Was there department at fault?
 Were their department at fault?
 Was there department at fault?
19. The senior partner addressed her staff as follows
"We have all done a great job..."
 The senior partner addressed her staff as follows,
"We have all done a great job..."
 The senior partner addressed her staff as follows –
"We have all done a great job..."
 The senior partner addressed her staff as follows.
"We have all done a great job..."
20. Soon, president Hill will discuss his intentions.
 Soon President Hill will discuss his intentions.
 Soon president Hill will discuss his intentions.
 Soon, President Hill will discuss his intentions.

Atticus Skills Assessment Series

Grammar Test

FORM 3.05

SCORE

Name (please print) _____

Date _____

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 Her sister was very nice.
 Her sister were very nice.
 Her sister, were very nice.

You will have 5 minutes to answer as many questions as you can.

STOP HERE UNTIL INSTRUCTED TO BEGIN TEST

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 There are two options (e.g. yes or no).
 There are two options (e.g., yes or no).
 There are two options (i.e., yes or no).
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 The lawyer's hard work contributed to it's success.
 The lawyers hard work contributed to its success.
 The lawyers hard work contributed to it's success.
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 The box, as well as its contents, was removed.
 The box as well as its contents was removed.
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 Irregardless of the outcome she should stay.
 Regardless of the outcome, she should stay.
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 There goals were not met.
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 To who did you refer to?
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 Our companys policy is concise.
 Our companie's policy is concise.
 Our company's policy is concise.
11. If you have this analyses, please give them to Jill.
 If you have that analyses, please give them to Jill.
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 If you have them analyses, please give them to Jill.
12. He stated, "I need this project completed today!"
 He stated "I need this project completed today!"
 He stated: "I need this project completed today!"
 He stated, I need this project completed today!
13. The secretaries error was very costly.
 The secretarys error was very costly.
 The secretary's error was very costly.
 The secretaries' error was very costly.
14. The firm is headquartered in Orlando Florida.
 The firm is headquartered in Orlando, Florida.
 The firm is headquartered in orlando, Florida.
 The firm is headquartered in orlando, florida.
15. On May 9, 1998 their case went to trial.
 On May 9, 1998: their case went to trial.
 On May 9, 1998; their case went to trial.
 On May 9, 1998, their case went to trial.
16. The attorneys' latest case was her best.
 The attorneys latest case was her best.
 The attorney's latest case was her best.
 The attorney's latest case, was her best.
17. Of all the jobs I have had, I like this one more.
 Of all the jobs I have had, I like this one best.
 Of all the jobs I have had, I like this one better.
 Of all the jobs I have had, I like this one the greatest.
18. Was their department at fault?
 Was there department at fault?
 Were their department at fault?
 Was there department at fault?
19. The senior partner addressed her staff as follows
"We have all done a great job..."
 The senior partner addressed her staff as follows,
"We have all done a great job..."
 The senior partner addressed her staff as follows –
"We have all done a great job..."
 The senior partner addressed her staff as follows.
"We have all done a great job..."
20. Soon, president Hill will discuss his intentions.
 Soon President Hill will discuss his intentions.
 Soon president Hill will discuss his intentions.
 Soon, President Hill will discuss his intentions.

Atticus Skills Assessment Series

Grammar Test

FORM 3.05

SCORE

Name (please print) _____

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Proofreading

FORM 3.06

SCORE

Name (please print) _____

Date _____

Below is a sample letter. Read the letter and circle the punctuation, spelling and grammar errors. Look at the example to the right.

Example:

The presentation was a success.

You will have **3 minutes** to answer as many questions as you can.

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Mr. and Mrs. Bob Buyer
389 Main Street
Orlando, FL 33889

Re: Your recent real estate purchase

Dear Mr. And Mrs. Buyer:

Now that you have closed on your recent purchase and have settled in, I hope you are enjoying you're new home. I want to remind you of some important issues you should now be considerng.

The purchase of real estate is often won of the largest financial comitments a person can make. Properly cared for it can, provide security for you and your family for years. Often neglected is teh need to plan for sudden and unexpected illnes or even death. Therefore, I suggest you review with your insurance agent your life and disability insurance coverages.

In addition, you may want to rewrite any will or trust you may now have. If you do not have a will, trust or an estate plan, you may want to considar it at this time. The cost of these protection deveices is surprisingly low; especially in light of the protection they aford you and your family.

Our office has prepared hundreds of wils or trusts for our cleints and would be delighted to meet with you on the subject. Our initial consultatin is complementary, at which time we can evaluate your situation and advice you of the costs and benefits of various options taylored to your specific needs.

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Sincerly,

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FORM 3.06

SCORE

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Date _____

Below is a sample letter. Read the letter and circle the punctuation, spelling and grammar errors. Look at the example to the right.

Example:

The presentation was a succes

You will have **3 minutes** to answer as many questions as you can.

STOP HERE UNTIL INSTRUCTED TO BEGIN TEST

Mr. and Mrs. Bob Buyer
389 Main Street
Orlando, FL 33889

Re: Your recent real estate purchase

Dear Mr. And Mrs. Buyer:

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