

Performance Appraisal Associate/Attorney

FORM 5.03

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 ✓)
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 ✓)
5. Communication : The ability to communicate ideas in both individual and group situations. Comments : _____
6. Judgment – Legal: The ability to provide practical legal solutions and make sound decisions by drawing on professional experience and expertise. Comments : _____
7. Job Knowledge : Possesses the appropriate level of expertise and competence in area of practice. Comments : _____
8. Reliability : The ability to work on files/matters/cases with minimal supervision. Possesses a sense of responsibility and completes assignments. Comments : _____
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. Comments : _____
10. Organization : The ability to efficiently organize projects and maintain an organized work environment; possesses good time management skills Comments : _____
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** *(use reverse side if additional space is required):*