

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 _____
	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	
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 = <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> Outstanding Above Average </div> <div style="text-align: center;"> Average Below Average </div> </div> <p style="text-align: center;"><i>(Circle One)</i></p>
Follow-up Date: _____
Evaluator: _____ Date _____
Employee's Signature: _____ Date _____