

# 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: _____
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## Definitions of Performance Ratings

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

I. Performance Factors (Select a Rating v )	Out-standing	Above Average	Average	Below Average
<b>A. PROFESSIONAL SKILLS</b>				
<b>1. Job Knowledge:</b> 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?  <b>Comments:</b> _____				
<b>2. Judgment:</b> 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?  <b>Comments:</b> _____				
<b>B. INTERPERSONAL/COMMUNICATION SKILLS</b>				
<b>1. Interpersonal Relationships:</b> To what degree do I demonstrate a willingness and ability to cooperate, work and communicate with staff, attorneys and clients??  <b>Comments:</b> _____				
<b>2. Communication:</b> To what degree do I convey ideas clearly and concisely in both individual and group situations?  <b>Comments:</b> _____				

I. Performance Factors (Select a Rating v )		Out-standing	Above Average	Average	Below Average
<b>C. ADMINISTRATIVE SKILLS</b>					
<b>1. Coordination:</b> 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?  <b>Comments :</b> _____					
<b>2. Planning and Organization:</b> 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?  <b>Comments :</b> _____					
<b>3. Adherence to Policies and Procedures:</b> To what degree do I interpret and apply law office policies/procedures to job responsibilities?  <b>Comments :</b> _____					
<b>4. Orientation Toward Results:</b> To what degree do I initiate projects, anticipate changes or needs; set new priorities, follow through and meet deadlines?  <b>Comments :</b> _____					
<b>TOTAL # OF V</b>					

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