# Performance Appraisal
## *Associate / Attorney*

# Form 5.03

**ATTICUS™**
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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.*

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|---|---|
| **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. |

| Performance Factors (Select a Rating ☑ ) | Outstanding | Above Average | Average | Below Average |
|---|:---:|:---:|:---:|:---:|
| 1. **Interpersonal Relationships – Clients:** The willingness and ability to communicate well, work with and build rapport with clients.<br>**Comments:** _____ | ☐ | ☐ | ☐ | ☐ |
| 2. **Interpersonal Relationships – Colleagues and Staff:** The willingness and ability to communicate, cooperate and work well with colleagues and staff.<br>**Comments:** _____ | ☐ | ☐ | ☐ | ☐ |
| 3. **Writing and Drafting Skills:** The ability to write in a clear, organized and professional manner.<br>**Comments:** _____ | ☐ | ☐ | ☐ | ☐ |
| 4. **Research Skills:** The ability to deliver a complete and thorough response to any research question.<br>**Comments:** _____ | ☐ | ☐ | ☐ | ☐ |
| 5. **Communication:** The ability to communicate ideas in both individual and group situations.<br>**Comments:** _____ | ☐ | ☐ | ☐ | ☐ |

| Performance Factors (Select a Rating ☑) | Outstanding | Above Average | Average | Below Average |
|---|---|---|---|---|
| **6. Judgment – Legal:** The ability to provide practical legal solutions and make sound decisions by drawing on professional experience and expertise.<br><br>Comments: _____ <br>_____ | ☐ | ☐ | ☐ | ☐ |
| **7. Job Knowledge:** Possesses the appropriate level of expertise and competence in area of practice.<br><br>Comments: _____ <br>_____ | ☐ | ☐ | ☐ | ☐ |
| **8. Reliability:** The ability to work on files/matters/cases with minimal supervision. Possesses a sense of responsibility and completes assignments.<br><br>Comments: _____ <br>_____ | ☐ | ☐ | ☐ | ☐ |
| **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.<br><br>Comments: _____ <br>_____ | ☐ | ☐ | ☐ | ☐ |
| **10. Organization:** The ability to efficiently organize projects and maintain an organized work environment; possesses good time management skills assignments.<br><br>Comments: _____ <br>_____ | ☐ | ☐ | ☐ | ☐ |
| **TOTAL NUMBER OF ☑** | | | | |

## 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)**_____

## Rate Overall Performance

Highest Rating Overall =       ☐ Outstanding       ☐ Average

*(Tick One)*                   ☐ Above Average       ☐ Below Average

Follow-up Date: _____

Evaluator: _____ Date _____

Associate's Signature: _____ Date _____

## Comments

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