

# ANNUAL ASSOCIATE ATTORNEY PERFORMANCE EVALUATION

Associate Attorney:

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Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Hire Date: \_\_\_\_\_ Review Date: \_\_\_\_\_

**Part I:** - Performance Assessment - Evaluate Associate Attorney's performance in relation to the following functions:

5 = Excellent    4 = Above Average    3 = Average    2 = Improvement Needed    1 = Unacceptable

**A. Professional/Legal Ability**

1. **Overall Job Knowledge:** Knowledge in all aspects of the position, case assignment duties, and possesses the essential skills to complete tasks. Awareness of changes and trends in knowledge related to the position. 5 4 3 2 1

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2. **Analytical Skills:** Ability to analyze and reason independently and apply law to facts of case. 5 4 3 2 1

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3. **Writing Skills:** Ability to communicate points and ideas clearly, effectively, and succinctly in written format.

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4. **Verbal Skills:** Ability to communicate effectively and appropriately with clients, insurers, witnesses, and other counsel. 5 4 3 2 1

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5. **Timeliness of Work:** Ability to revise priorities based upon changes or needs, to follow through and meet deadlines, with accommodation of partners' schedules. 5 4 3 2 1

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6. **Case Understanding:** Knowledge of technical/medical information for case development and advocacy. 5 4 3 2 1

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7. **Knowledge of Recent Developments.** General knowledge of recent statutes and case law and incorporation of them into case development and analysis. 5 4 3 2 1

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8. **Extra-Office Professional Work:** Participation in Bar or other outside legal activities.

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9. **Judgment:** Ability to make and willingness to accept responsibility for reasonable and correct decisions based on experience and professional judgment. 5 4 3 2 1

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**B. Human Relations Skills**

1. **Interpersonal skills:** Cooperation with and attention to needs and concerns of others in the firm. 5 4 3 2 1

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2. **Communications:** Effective and respectful communication of ideas, directions, etc., to other firm attorneys and staff. 5 4 3 2 1

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3. **Teamwork:** Ability to function in a team setting with Partners, Associates, and Support Staff. 5 4 3 2 1

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**C. Business/Marketing Skills**

1. **Promotion/Development of Firm Clients:** Actions taken or plans implemented towards client promotion/development.

5 4 3 2 1

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2. **Legal Fees/Expenses:** Mindful of fees and costs as appropriate per case. 5 4 3 2 1

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