# SAMPLE ADMINISTRATIVE FORM

## ADMINISTRATOR EVALUATION FORM

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ For Period Ending: \_\_\_\_\_\_\_\_\_ Completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please answer each of the following questions by checking the appropriate column that corresponds to your impression of the staff person you are evaluating.

|  | Out- standing | AboveAverage | Accept-able | Unsatis-factory |
| --- | --- | --- | --- | --- |
| 1. Manage the office economically and effectively within established policy guidelines. |  |  |  |  |
| 2. Relieve lawyers of day-to-day administrative and financial responsibility. |  |  |  |  |
| 3. Deliver prompt service and be available when needed. (In responding, consider timeliness, ability to balance priorities, willingness to take on work, organization and efficiency .) |  |  |  |  |
| 4. Organize staff, establish priorities, follow progress and report on problems. |  |  |  |  |
| 5. Supervise preparation and maintenance of administrative and financial records. |  |  |  |  |
| 6. Oversee introduction and utilization of new technologies, e.g., computers, word processors. |  |  |  |  |
| 7. Provide within budget limitations a support staff and physical plant that effectively supports the production of legal work. |  |  |  |  |
| 8. Nurture a sound working relationship between lawyers and members of the support staff. |  |  |  |  |
| 9. Exhibit supervisory skills to maintain rapport with the management committee, lawyers and support staff. |  |  |  |  |
| 10. Interpret needs of the firm and contribute to overall cost effectiveness of providing legal services. |  |  |  |  |
| 11. Anticipate problems and establish plans to meet the objectives of the firm. |  |  |  |  |
| 12. Handle complex, delicate or confidential problems in areas of management, human relations and finance. |  |  |  |  |

Because it is impossible to design a form satisfactory to all, please note your general comments with respect to evaluation not otherwise covered above, including specific strengths and weaknesses not previously touched upon. These comments should be placed on a separate sheet and attached hereto.

[The Florida Bar’s Practice Resource Center Template]