# SAMPLE ADMINISTRATIVE FORM

## ASSOCIATE EVALUATION

Associate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Partner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Degree of contact with this Associate since last evaluation:

[ ] Extensive [ ] Occasional [ ] Frequent [ ] Rare [ ] None

Types of work done by this Associate for you:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**General Instructions:**

In order to obtain a full evaluation of this Associate, you are urged to observe the following principles: Each item should be answered by selecting the appropriate objective answer with some brief comment, or N.O. (Not Observed). N.O. should be reserved only for those cases where not even a slight observation has been made, as there may be small observations by more than one partner which will cumulatively indicate a subtle talent, potential or problem that should be brought out to help the Associate in his/her development.

**Rating Scale:**

*Excellent* Outstanding; well above average; showing unique adeptness or quality; unequaled in performance by many of his/her peers.

*Good* Above average; effective; solid work product or performance; work or performance the firm would be proud to have appear over its name.

*Acceptable* Satisfactory; average, more or less; just adequate; neither displaying particular merit nor containing any serious defects or omissions; needing improvement.

*Unacceptable* Failing to meet minimum standard of quality; well below average; needing radical and immediate correction; requiring specific assistance from appropriate partners. Specific comments and suggestions should accompany a check mark in this box, in order to benefit the Associate being evaluated.

Thank you for your help.

 ***Rating Scale***

 **E G A U**

**Quality of Performance:**

Analysis of Problems (legal intelligence/ability) [ ] [ ] [ ] [ ]

 Comments:

Legal Research (thoroughness; clarity, conciseness, style) [ ] [ ] [ ] [ ]

 Comments:

Other Written Materials (contracts, letters, pleadings) [ ] [ ] [ ] [ ]

 Comments:

Oral Presentations/Discussions (articulateness, persuasiveness,

 in court or out) [ ] [ ] [ ] [ ]

 Comments:

5. Innovation (creative approach, initiative)

 Legal Matters [ ] [ ] [ ] [ ]

 Firm Matters [ ] [ ] [ ] [ ] Comments:

6. Legal Strategy (grasp of procedure, persistence, tactics) [ ] [ ] [ ] [ ]

 Comments:

7. Client Rapport (keeping client informed, tact, proper decorum)

 [ ] [ ] [ ] [ ]

 Comments:

 ***Rating Scale***

 **E G A U**

**Attitude and Identity with Firm:**

1. Hours - Attendance [ ] [ ] [ ] [ ]

 Availability [ ] [ ] [ ] [ ] Comments:

2. Quantitative-Workload [ ] [ ] [ ] [ ] Output [ ] [ ] [ ] [ ]

 Comments:

3. Timeliness-completion of assignments [ ] [ ] [ ] [ ]

 Comments:

 ***Rating Scale***

 **E G A U**

4. Ability under pressure [ ] [ ] [ ] [ ]

 Comments:

5. Loyalty to Firm, Partners and Associates [ ] [ ] [ ] [ ]

 Comments:

6. Cooperation and assistance to other lawyers-

 Legal Matters [ ] [ ] [ ] [ ]

 Firm Assignments [ ] [ ] [ ] [ ]

 Comments:

7. Relations with non-legal personnel [ ] [ ] [ ] [ ] Comments:

8. Relations with other members of Bar [ ] [ ] [ ] [ ] Comments:

9. Ability to attract clients and/or develop new business [ ] [ ] [ ] [ ]

 Comments:

10. Appreciation of firm economics (time budgeting, avoiding

 unprofitable work, minimal frivolity, billing) [ ] [ ] [ ] [ ]

 Comments:

11. Acceptance of criticism [ ] [ ] [ ] [ ]

 Comments:

12. Initiative in firm improvements [ ] [ ] [ ] [ ]

 Comments:

**Personal**

1. Responsibility, judgment and initiative [ ] [ ] [ ] [ ]

 Comments:

2. Speech and expression [ ] [ ] [ ] [ ]

 Comments:

3. Personal habits (neatness, cooperativeness with staff,

 integrity, appearance of office, etc.) [ ] [ ] [ ] [ ]

 Comments:

4. Civic and Bar activities [ ] [ ] [ ] [ ]

 Comments:

5. Overall professional growth and improvement [ ] [ ] [ ] [ ]

 Comments:

**Development**

1. Special commendation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Suggested areas for improvement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Overall:**

1. Is he/she an effective firm member? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Will he/she probably be ready for partnership when his/her time for consideration has come?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. General evaluation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Other comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated: \_\_\_/\_\_\_/\_\_\_ Partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_