# SAMPLE ADMINISTRATIVE FORM

## ASSOCIATE EVALUATION

Associate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evaluator \_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_

**Score: 5 4 3 2 1**

**Excellent Very Good Satisfactory Needs Improvement Poor**

|  | Score | Weight | Total |
| --- | --- | --- | --- |
| A. *Quality of Work*. Does this lawyer provide quality legal work for clients? What is the quality of his/her research work? Is this lawyer progressing in knowledge of the law? |  | 4 |  |
| B. *Responsibility and Communications*. Does this lawyer accept responsibility, keep partners informed, and complete assignments on time? |  | 3 |  |
| C. *Judgment*. Within the limits of his/her experience, does this lawyer make sound decisions independently? Consult with other lawyers when appropriate to do so? |  | 3 |  |
| D. *Effort*. Is this lawyer working at maximum capability? Are his/her chargeable hours sufficient? Does this lawyer work efficiently? |  | 3 |  |
| E. *Business Development*. Does this lawyer exhibit the ability to attract clients to the firm and enhance the firm’s position in the legal and business community? |  | 2 |  |
| F. *Client Relationships*. Does this lawyer work well with clients? Do his/her relationships with clients project a good image of the firm? |  | 2 |  |
| G. *Attitude*. Is this lawyer personable, cooperative, easy to work with? Does this lawyer contribute to the team approach? Maintain smooth working relationships among legal and non-legal staff? |  | 2 |  |
| H. *General*. Does this lawyer command your respect and the respect of the firm? |  | 1 |  |

Total Weighted Score /\_\_\_\_\_\_\_

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What are this lawyer’s particular strengths? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What are this lawyer’s particular weaknesses? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_