# SAMPLE ADMINISTRATIVE FORM

## PERSONNEL POLICYTHE ASSOCIATE EVALUATION PROCESS

As an associate at (LAW FIRM), you can expect prompt feedback directly from the attorneys with whom you work. We also encourage you to request comments directly from the attorneys or to solicit feedback through your advisors. In addition, we provide two formal evaluations each year with a representative of the Legal Personnel-Administration Committee and your partner advisor. New associates joining us in the fall receive an interim evaluation in December of their first year.

In the spring and fall of each year, we circulate an evaluation form to all attorneys with whom you have worked. The comments received are the basis for a frank discussion. Your strengths are noted so you can build confidence using them, and areas of suggested improvement are outlined. The evaluation form parallels the criteria for admission to partnership affording you a regular assessment of your progress. The review includes a discussion of your experiences and your career development plans for the next six months.

Departments review each associate's development on an on-going basis. However, at the second and fifth years, the departments (both primary and secondary) discuss whether the associate is expected to make partner at the end of eight years, assuming continued progress at the rate shown. The conclusions are shared with the associate along with a candid discussion of what the associate should do to remain on track.