

(Firm name)

Employee Performance Evaluation

Employee _____

Date _____

Position _____

For Period _____

Date Employed _____

Evaluator _____

Listed below are a number of traits, abilities and characteristics that are important for success. In fairly evaluating, the entire scale should be used. Every individual has both strengths and weaknesses. The purpose of this evaluation is to assist the employee and attorney to identify both, and to help the employee outline objectives for personal progress. This report can also improve the working relationship between staff and will allow for open communication. Please circle the box under each category that is most appropriate for your answer.

Production Level

Generally below expected quality and output. Frequently makes errors. Unacceptable amount of work produced.	Frequently below our standards. Moderate amount of errors. Produces less than normal amount expected.	Usually meets our standards. Work is accomplished within the time frame set. Regularly produces expected amount.	Consistently accurate. Frequently above expected output.	Consistently exceeds our standards. Work is accomplished ahead of schedule and needs little or no correction. Turns out exceptional amount of work.
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Accuracy (correctness of work duties performed)

Makes frequent errors.	Careless, makes recurrent errors.	Usually accurate, makes only average number of mistakes.	Requires little supervision; is exact and precise most of the time.	Requires absolute minimum supervision; is almost always accurate.
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Organizational Ability (ability to organize and administer assigned responsibilities)

Frequently does not plan sufficiently or apply administrative skills necessary for position.	Occasionally demonstrates lack of organizational and administrative ability.	Has average organizational ability; performs administrative functions adequately.	Above-average administrative and organizational ability; plans ahead.	Exceptionally well organized; has superior administrative skills.
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Time Management (ability to set an efficient work pace uninterrupted by non-business activities)

Excessive personal business, phone calls and socializing interruptions.	Could use time to better advantage, may require an occasional reminder about interruptions.	Uses time well with few personal interruptions; sets satisfactory working pace.	Generally, sets productive pace which is only occasionally interrupted.	Uses time exceptionally well; always sets pace for maximum productivity with no unnecessary interruptions.
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Job Knowledge and Capability (information concerning work duties which an individual should know for a satisfactory job performance)

Has difficulty with present work. Frequently requires	Gets by with present work. Could handle related work	Understands most phases of work well. Has some	Handles job very well and has also handles related	Extensive knowledge of own job and related jobs.
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basic instruction.	with careful training.	knowledge of related work. Seldom requires instruction.	work on occasion. Receptive to suggestions of further training.	Eager to learn more and improve on present knowledge.
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Reliability (dependability and trustworthiness)

Not reliable. Often fails to deliver a complete job.	Occasionally leaves routine tasks incomplete.	Can be relied on to complete all aspects of the job.	Completes work with little supervision. Will complete occasional special projects.	Extremely dependable and trustworthy. Accepts all assignments. Always performs as expected.
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Innovation (imagination and creativity used to lower costs and improve profits)

Never offers a new procedure or new idea.	Rarely suggests new ideas.	Average number of suggestions for improving methods & procedures.	Often suggests beneficial changes and profit / cost improvements.	Very innovative. Constantly offers imaginative suggestions for improving operations.
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Initiative (voluntarily starting projects, attempting non-routine jobs and tasks)

Shows little initiative. Never volunteers. Sticks closely to job routine.	Shows some initiative. Should do more without having to be told.	Does not avoid tasks. Voluntarily attempts to solve non-routine job problems as they occur.	Above average. A self-starter. Will generally volunteer.	Places highest priority on getting things done. Constantly accepts difficult or unpleasant jobs to achieve goals.
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Courtesy (respect for feelings of others; politeness on the job; minimal disruption to others)

Frequently rude. Causes noticeable discomfort to others.	Occasionally impolite to co-workers or others.	Observes common courtesies, does not offend.	Very conscientious of other's feelings and rights. Always polite.	Extremely courteous, well mannered and polite. Always considers the comfort and ease of others.
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Personal Appearance / Habits (personal habits, grooming, and appropriateness of dress on the job)

Very untidy, poor taste in dress.	Occasionally sloppy appearance or display of offensive habits.	Usually properly dressed and groomed. Few poor personal habits.	Rarely exhibits poor appearance or offensive habits.	Always properly dressed for the job. Personal habits are never offensive or in poor taste.
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Perseverance (steadfast pursuit of job objectives when faced with unexpected obstacles)

Frequently quits when faced with unexpected obstacles.	Is sometimes deterred by obstacles which should be overcome.	Is not stopped by most obstacles, works through them.	Displays sufficient drive to overcome unusually difficult obstacles.	Always displays extreme determination. Will rarely quit until objective is reached.
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Cooperation (willingness to help others accomplish their objective)

Usually uncooperative. A "roadblock" to co-workers.	Too often uncooperative when faced with reasonable requests for assistance.	Generally a cooperative person on the job.	Very cooperative. Often offers assistance. Can usually be counted on to help.	Extremely cooperative. Constantly offers aid and always available to help others.
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Stability (even temperament; acceptance of unavoidable tension and pressure)

Volatile, inconsistent personality. Disrupts work environment.	Occasional display of temper or emotion sufficient to disrupt others and hinder own performance.	Even tempered. Absorbs routine pressures of job.	Can tolerate unusual pressure and tension without hindering performance.	Performs consistently and effectively under extreme pressure. Never visibly falters.
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Alertness (ability to quickly understand new information and situations)

Very slow to grasp ideas and events.	Usually needs extra instruction.	Understands most new ideas and developments without excessive explanation.	Fast learner. Grasps new information quickly.	Extremely bright. Analyzes and understands with minimum of instructions.
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Attendance (coming to work daily and conforming to work hours)

Frequent unexcused lateness or absence from work. Very poor attendance record.	Frequently absent or tardy. Returns from lunch late and/or leaves work before quitting time.	Usually present and on time.	Rarely absent or tardy. Always has a good reason.	Exceptional attendance and punctuality. Totally reliable and dependable.
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Comment on principal strengths:

Comment on principal weaknesses and suggestions for improvement:

Has this evaluation been discussed with the employee? Yes ___ No ___

Comments:

Administrator Signature: _____

Date: _____

Employee Signature: _____

Date: _____