

## Staff Evaluation Questionnaire

██████ has a semi-annual raise policy for staff employees. The raise granted in July is standard in that all staff receive the same dollar increase, prorated if the employee is part-time or has worked only part of the period preceding the raise. In January, the raise is a variable amount based upon level of performance in the following areas of consideration: 1) work product and 2) personal attributes. The Office Administrator will meet with each of the attorneys regarding their respective secretary and determine a rating of poor, adequate or excellent in the two above mentioned areas. General support staff will be reviewed by the Office Administrator and all attorneys. After a summary rating has been determined, a merit raise will be awarded. The Office Administrator will have a review session with each of the support staff to discuss the results of the evaluations, to give praise where warranted and to give corrective suggestions for improvement if necessary.

To more completely explain the two areas of evaluation, the following is submitted:

### WORK PRODUCT

- 1) Accuracy - correctness of work duties performed. This is probably most important since all other factors are limited by accuracy.
- 2) Dependability - ability to do required jobs promptly with a minimum amount of supervision. The attorney should feel confident that you have thoroughly checked your final product so he/she does not have to go laboriously over it.
- 3) Speed/Quantity - prompt return of a substantial volume of work to the attorney. This, of course, goes hand in hand with accuracy but also requires a mindset of getting the work out of the door.
- 4) Job Expertise - information required to perform your specific duties in a satisfactory manner. The secretary should have the ability to bring possible errors to the attention of the respective attorney.

### PERSONAL ATTRIBUTES

- 1) Attitude - the positive manner in which the staff person conducts him/herself with respect to the job, co-workers, attorneys and the firm's clients.
- 2) Attendance - faithfulness in coming to work daily and conforming to established working hours. Tardy arrivals in the morning, lengthy personal chats, extended lunch hours and early departures on a repeated basis are all indications of a lack of consideration of the firm and other employees who observe the rules.

3) Appearance - be aware of the personal impression an individual makes on others. Grooming, neatness and appropriateness of dress should reflect the professionalism of the office.

If you have any comments or questions regarding any of the points mentioned above, please feel free to come in and discuss them with the Office Administrator.