

McIlveen Family Law Firm
Associate Attorney Yearly Review

ASSOCIATE EVALUATION

Associate: _____

Law School Graduation Date: _____ Evaluating Partner: _____

Law School: _____ Date of this Evaluation: _____

Bar Admissions and Dates: _____ Pay raise: _____ (if not granted reason why noted on form)

Work Exposure to Associate (circle one):
 This year: Heavy Medium Slight None Past years: Heavy Medium Slight None

Other exposure (e.g. social or committees):
 Explain: _____

Rating	Company Core Values					Current job responsibilities		
		+	+/-	-		Yes or No		
	Honesty	Enthusiastic	Compassionate	Forever Learner	Respect	Get it	Want it	Capacity to do it

	Excellent	Acceptable	Marginal	Unacceptable
1. <i>Research</i> : thorough, complete response to problem.				
2. <i>Writing and Drafting Ability</i> : ability to express thoughts in organized, clear and concise manner.				
3. <i>Oral Expression</i> : ability to express thoughts in organized, clear and concise manner.				
4. <i>Judgment (Practical)</i> : can provide practical solutions to difficult problems; uses common sense; knows priorities; is mature.				
5. <i>Judgment (Legal)</i> : recognizes issues; is				

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creative and able to provide fresh ideas and approaches; learns quickly.				
6. <i>Knowledge of Field:</i> has developed recognizable expertise and competence in field of specialization; can give answers to questions with certainty.				
7. <i>Dependability:</i> handles matters with minimum supervision; is reliable; is careful; fulfills responsibilities; completes assignments; follows-up.				
8. <i>Work Dedication:</i> is industrious, enthusiastic and willing; turns out substantial volume of high quality work; is highly motivated.				
9. <i>Relationship with Attorneys:</i> is tactful, cooperative and reasonable; works well with others.				
10. <i>Relationship with Non Legal Staff:</i> is tactful, cooperative and reasonable; works well with others.				
11. <i>Ability to attract clients and/or develop new business:</i> is regularly marketing; developing new contacts and referral sources				
12. <i>Relationship with Clients:</i> Impresses and is accepted by clients.				

1. STATISTICAL DATA

Year Associate first joined Firm

Current Salary Rate:

Billable Hours:

Prior Year:

Current Year:

(To Date through _____)

Non Billable Hours Charged to Firm:

Prior Year:

Current Year:

(To Date through _____)

Billed Percentage:

Prior Year:

Current Year:

Collection Rate:

Prior Year:

Current Year:

Average Billable Hour Rate:

Prior Year:

Current Year:

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2. PERFORMANCE EVALUATION

This category should be completed by the evaluating partner after discussion of the associate's performance with at least every partner in the applicable department for whom the associate worked more than 10 hours. While the form may be used by the evaluator in collecting the opinions of other partners, only the form completed by the evaluator will be presented to the Associates Committee. *Ratings should be made in the context of the years of experience of the associate to be evaluated.* Consider each evaluation category separately. The rating scale under each category is as follows:

Excellent Outstanding; well above average, showing unique adeptness of quality; unequaled in performance by many of his/her peers. Indicates superior performance that consistently exceeds average performance. If this category is used, there should be written support with specific comments and examples.

Acceptable Effective, solid work product or performance; work or performance of a level the firm would expect to have appear over its name. Indicates performance that consistently meets the requirements of an associate. This category will be used to describe performance of high quality which meets and occasionally exceeds the high standards of the legal profession and the firm. Most associates' performance will be in this category on most factors.

Marginal Average or inconsistent work product or performance; sometimes below the level of what the firm would expect of an associate. Indicates performance that requires improvement for the associate to reach optimum performance in the position. Performance in this category is below that which is normally expected of an associate with this individual's level of experience in this position. If this category is used, it should be supported with specific examples and comments on how performance is to be improved.

Unacceptable Failing to meet minimum standard quality for the firm; below average; needing immediate correction. Should consider termination. Specific comments and suggestions must accompany a check in this category.

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	<u>Excellent</u>	<u>Acceptable</u>	<u>Marginal</u>	<u>Unacceptable</u>
<i>A. Quality of Performance</i>				
1. Knowledge of the law and problem solving	[]	[]	[]	[]
2. Research & analysis				
Thoroughness	[]	[]	[]	[]
Responsiveness	[]	[]	[]	[]
Judgment	[]	[]	[]	[]
Initiative	[]	[]	[]	[]
Creativity	[]	[]	[]	[]
3. Communication				
Written	[]	[]	[]	[]
Oral	[]	[]	[]	[]
In-Office	[]	[]	[]	[]
With clients	[]	[]	[]	[]
Communication ability as advocate	[]	[]	[]	[]
4. Client confidence	[]	[]	[]	[]

Specific Examples: _____

<i>B. Personal Development</i>				
1. Timeliness				
Organization skills	[]	[]	[]	[]
Efficiency	[]	[]	[]	[]
2. Maturity				
Ability to work under pressure	[]	[]	[]	[]
Ability to work independently				
Judgment	[]	[]	[]	[]
3. Willingness to work and cooperate with other lawyers				
Ability to accept supervision	[]	[]	[]	[]
Ability to supervise	[]	[]	[]	[]
Ability to accept multiple assignments simultaneously	[]	[]	[]	[]
Interest & enthusiasm for work	[]	[]	[]	[]
Workload (quantity)	[]	[]	[]	[]
4. Integrity				
5. Common sense	[]	[]	[]	[]
6. Relationship with staff personnel	[]	[]	[]	[]
7. Relationship members of the Bar	[]	[]	[]	[]
8. Community activities	[]	[]	[]	[]

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9. Ability to develop new business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Appreciation of Firm economics					
Time budgeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Billing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administrative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Contribution to Firm administration					
Recruiting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Research (form) projects					

Specific Examples _____

C. Summary

Please address overall opinion as to associate's progress, specific recommendations for improvement, possible reassignment, and long-term prospects. To the extent your evaluation indicates that termination is likely or recommended, you must specifically set forth reasons.

D. Strengths and Weaknesses:

What are this lawyer's particular strengths? _____

What are this lawyer's particular weaknesses? _____

E. Plans for Improvement (on any area evaluated with Marginal or Unacceptable what is the plan for improvement in this area)

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Growth Potential (Comments)

Definite:

Probable:

Questionable:

Too early to evaluate:

Date: _____

Evaluator

Date: _____

Associate Attorney

Associate Attorney Comments:
