

APAAC PERFORMANCE EVALUATION FORM

Name:

Position: Chief Counsel

Period of Evaluation:

Instructions: Rank each performance criteria demonstrated during the rating period using the following categories: Meets standards, exceeds standards, or requires improvement. The supervisors comments may include a detailed discussion of specific indicia of performance. An overall rating of the employee will also be given.

PROFESSIONALISM:	
Supports office needs and goals; Professional in appearance, dress, and demeanor; Self-disciplined, punctual, attendance reliable; Quality and quantity of work is reliable; Flexible in completing assignments; Understands, interprets, and acts upon written and verbal instructions; Maintains appropriate working relationships with Director, other staff, and customers; Comprehends/applies customer service approach; Is courteous, respectful, tactful, and helpful to all; Fosters positive attitude with coworkers, promotes teamwork; Adheres to the letter and spirit of APAAC policies and procedures, and all other governing laws and directives.	<input type="checkbox"/> Exceeds Standards <input type="checkbox"/> Meets Standards <input type="checkbox"/> Requires Improvement
Evaluator's Comments:	

PROFESSIONAL SKILLS:	
Analytical Ability and Problem Solving (<i>Legal and Non-Legal Issues</i>): Identifies and successfully resolves issues and problems; researches reasonable solutions to problems; Provides clear and concise recommendations on best solutions; Considers office, economic, and political impact of recommendation; Obtains Director's approval where appropriate; Works through desired solution overcoming obstructions until issue or problem is resolved; Assists office staff with problems; Facilitates resolution of issues/problems; Exhibits initiative and persistence in completing task(s) as expected within time constraints.	<input type="checkbox"/> Exceeds Standards <input type="checkbox"/> Meets Standards <input type="checkbox"/> Requires Improvement

<p>Knowledge of Laws, Court Rules, and Continuing Legal Education: Knows, understands, and utilizes laws, court decisions, and rules of evidence and procedure; Completes all mandatory continuing legal education.</p>	<input type="checkbox"/> Exceeds Standards <input type="checkbox"/> Meets Standards <input type="checkbox"/> Requires Improvement
<p>Legal Analysis, Research, and Writing: Knows, understands, and applies legal analysis, research, writing techniques and tools in order to draft clear, concise, and organized legal correspondence, memoranda, documents, and pleadings; Responds to research requests by thoroughly researching any/all available media to develop the most comprehensive response; Address all primary and collateral issues involved, within prescribed time limits, for inclusion into response memoranda; Ensure all supporting material is the most applicable and current information available.</p>	<input type="checkbox"/> Exceeds Standards <input type="checkbox"/> Meets Standards <input type="checkbox"/> Requires Improvement
<p>Automation Skills: Knowledge and appropriate use of computer and related technology.</p>	<input type="checkbox"/> Exceeds Standards <input type="checkbox"/> Meets Standards <input type="checkbox"/> Requires Improvement
<p>Language and Correspondence Skills: Proper use of legal terminology, spelling, business English, and grammar; Properly formats pleadings; Types correspondence and reports in a timely and accurate manner; Prepares reports and statistics; Proofreads all documents.</p>	<input type="checkbox"/> Exceeds Standards <input type="checkbox"/> Meets Standards <input type="checkbox"/> Requires Improvement
<p>Evaluator's Comments:</p>	

<p>PLANNING AND PRODUCTIVITY:</p>	
<p>Organizes and plans workload; Prioritizes requests for goods or services; Coordinates activities; Displays initiative; Adapts to changing priorities and environment; Accepts responsibility and direction; Knows time periods and deadlines; Displays good time management skills</p>	<input type="checkbox"/> Exceeds Standards <input type="checkbox"/> Meets Standards <input type="checkbox"/> Requires Improvement
<p>Evaluator's Comments:</p>	

RECORD KEEPING AND DOCUMENTATION:

Organizes and processes activities in an accurate and up to date manner, including accurately documenting activities; Promptly completing activities and updating records and files; Monitors and resolves incomplete actions; Prepares and maintains files, forms, memos, reports, and correspondence.

- Exceeds Standards
- Meets Standards
- Requires Improvement

Evaluator's Comments:

SUPERVISION:

Delegates and assigns to Legal Secretary when timely and appropriate; Coordinates with and informs Director of any delegation or assignment; Motivates, leads, trains, and provides direction and assistance to Legal Secretary; Maintains focus of office priorities.

- Exceeds Standards
- Meets Standards
- Requires Improvement

Evaluator's Comments:

COMMUNICATION:

Keeps Director informed of all pertinent matters, seeks direction where appropriate, provides clear, concise and understandable delegation of any assignment. Answer questions and provides assistance when appropriate.

- Exceeds Standards
- Meets Standards
- Requires Improvement

Evaluator's Comments: