

Job Ratings Checklist Appraisal Form

This sample employee appraisal form for an administrative assistant asks evaluators to rate the employee's performance based on a preprepared list of criteria.

ADMINISTRATIVE ASSISTANT PERFORMANCE APPRAISAL

Employee Name: _____ Position: _____

Department: _____ Hire Date: _____

Evaluation Period: Annual ____ 90 Days ____ Effective Date: _____

INSTRUCTIONS

Read the description for each performance category. Check the appropriate rating and provide any relevant comments. Ratings are to be based upon your direct observations. Complete the final section indicating strengths and goals. Sign and date the Performance Appraisal.

PERFORMANCE RATINGS

SIGNIFICANTLY EXCEEDS REQUIREMENTS: Performance is consistently and substantially above requirements in all areas; consistent exceptional performance over time. Few employees will receive this rating.

EXCEEDS REQUIREMENTS: Performance is clearly above requirements. Performance exceeds expectations of attorney or supervisor. Few employees will receive this rating.

MEETS REQUIREMENTS: Performance is consistently good. This is the level of performance expected. It is competent and effective performance relative to experience in the position. Most employees will receive this rating.

PARTIALLY MEETS REQUIREMENTS: Performance does not fully meet requirements. Improvement to "MEETS REQUIREMENTS" must be sought and achieved.

	Significantly Exceeds	Exceeds	Meets Requirements	Partially Meets
Quality: Produces thorough, accurate and consistent work product. Applies good judgment. Strives for excellence. Proofreads for errors, spelling and content standards for format and style. Diplomatically answers and screens calls for attorneys.				
Work pace: Produces required amount of work. Shoulders share of the workload. Turnaround time consistently meets expectations.				
Job Knowledge: Understands the overall job function and responsibilities as well as specific tasks. Has sufficient knowledge of firm software and computer systems. Applies new concepts and skills. Knows and follows standard firm and departmental practices and procedures.				
Relationships: Cooperates with attorneys, supervisor, clients, peers, and others. Supports team effort and contributes to departmental goals. Is always courteous and acts in a professional manner.				
Organization: Manages time effectively to plan and complete work. Sets and revises priorities as appropriate. Maintains orderly desk, files and work area.				
Initiative: Works independently. Performs tasks without being told, as appropriate. Suggests and develops procedures to make tasks easier and results more effective. Seeks increased assignments and responsibilities.				
Flexibility: Accepts new methods and changes readily. Works well under tight time constraints. Adapts easily to changing priorities. Modifies schedule to meet work demands.				
Professionalism/Dependability: Consistently completes assignments in a timely manner. Meets deadlines. Willing to work overtime when necessary. Demonstrates effective follow-through on short- and long-term tasks. Refrains from conducting personal business during working hours. Maintains confidentiality.				
Communication: Communicates effectively with attorneys, supervisor, clients, peers and others. Listens well to instructions. Provides timely status updates to attorneys. Maintains confidentiality. Asks questions when uncertain.				

Attendance/Punctuality: Maintains satisfactory attendance. Arrives and departs on time. Schedules days off in accordance with firm policy. Adheres to time allotted for lunch and break periods.				
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COMMENTS:

STRENGTHS:	GOALS:
1. <u> ◇ </u> 2. <u> ◇ </u> 3. <u> ◇ </u>	1. <u> ◇ </u> 2. <u> ◇ </u> 3. <u> ◇ </u>
Attorney's Signature _____ Date: _____ Employee's Signature _____ Date: _____	

EMPLOYEE'S COMMENTS: