

PARALEGAL EVALUATION FORM

Paralegals should be evaluated in each category and be given both a rating and specific comments. A rating without specific comments is not a complete evaluation. Ratings are determined by comparing the work of the paralegal being evaluated with a “model” paralegal as described in the Paralegal Job Description. Evaluators should refer to that description when completing this evaluation. Categories with an asterisk at the end generally do not apply to paralegals whose primary job is to do initial client intake. No response is necessary in those categories for intake paralegals. For all other categories and paralegals if an individual paralegal does not do work in a particular category please note that as follows: “no work performed in this area”. “Not applicable” or “N/A” is not an appropriate response as the Paralegal Job Description makes all categories appropriate to all paralegals, except as noted for intake paralegals. Below is an area for totaling a composite rating and making general comments.

- RATINGS** 5 = Outstanding
 4 = Good
 3 = Satisfactory to Meet Minimum Standards in Job Description
 2 = Needs Improvement
 1 = Unsatisfactory to Meet Job Description Standards

Evaluation of _____ **Paralegal Title or Unit** _____

Date of Evaluation _____ **Evaluator** _____

Date of Last Case Review _____ **Last Case Reviewer** _____

Current # of Open & Active Cases by Type _____

Date of Last Evaluation _____ **Last Evaluation Rating** _____

EVALUATION RESULTS: **Total Rating** _____

Given of Each Rating 5 _____ 4 _____ 3 _____ 2 _____ 1 _____ # Unrated _____

General Comments:

Signature of this evaluation verifies that the person being evaluated has read the evaluation and that the evaluator and the person being evaluated have met and discussed the results. The person being evaluated may submit to the Executive Director written responses to this case review.

Evaluator _____ **Date** _____

Person Being Evaluated _____ **Date** _____

EVALUATION CATEGORY	RATING	COMMENTS
LEGAL ADVOCACY		
Knowledge in substantive area(s) and awareness of current developments.		
Familiarity with forum(s) , including local practice rules, personality of decision makers, etc..		
Ability to spot legal issues in other areas for purposes of identification and referral.		
Ability to conduct interviewing and counseling sessions in an efficient and organized manner.		
Ability to quickly identify the client's problem then advise the client or develop initial theories, legally research issues in light of facts, and develop case strategy.		
Performs legal research in a thorough, organized and competent manner.		
Effectively uses a variety of informal discovery methods to secure information from witnesses and other sources. *		
Ability to develop a litigation plan , including analysis of all elements of the proof of claim, presentation of evidence, and analysis of opponent's case. *		

Ability to outline options to client to allow client to chose between possible strategies without imposing own values.		
Ability to negotiate effectively, from pre-planning by assessing both sides of the case to conducting the negotiation. *		
Ability to write briefs and pleadings which are clear, grammatically correct, well-organized and persuasive. *		
Ability to present oral arguments which are persuasive clear, logical and demonstrate commitment to the case. *		
Ability to conduct direct examination in a clear, interesting and persuasive manner and avoiding evidentiary objections. *		
Ability to cross examine witnesses within evidentiary rules and illicit information helpful to the case. *		
Ability to react to unexpected developments and adjust litigation strategy during a hearing or trial. *		
Ability to balance effective advocacy with maintaining good working relationships with judges, other adjudicators, agency personnel and opposing counsel. *		

Participates in group representation and/or community education and does so effectively.		
Identifies issues in individual cases which impacts clients generally and pursues broader remedies.		
Ability to manage caseload effectively and extent to which carries full caseload in accordance with job description.		
Ability to work independently and reliably on legal work, including meeting deadlines and doing whatever is necessary to get the job done.		
Ability to act decisively and show good judgment in casework.		
Utilizes other public interest agencies , back-up centers and available legal resources.		
Ability to effectively manage time .		
Familiar with and practices law in accordance with the Code of Professional Conduct .		
RELATIONSHIP WITH CLIENTS AND OTHERS		
Ability to form and maintain good relationships with clients and to treat clients with dignity and respect.		

Maintains appropriate communication with clients by keeping them informed of case developments, returning calls, etc..		
Ability to deal appropriately with difficult clients .		
Ability to maintain good working relationships with staff sufficient to perform duties and responsibilities.		
Ability to remain courteous and professional with staff, Board members, and management, including resolving disputes in a professional manner.		
Ability to respond appropriately to supervision .		
Attendance in office generally.		
Attendance at unit, staff, task force, interagency, and bar association meetings.		
Ability and willingness to assist when requested in orientation and training or new or less experienced staff.		
Willingness to get involved with larger program needs and to participate in program committees.		
Creativity, vision and motivation in working with clients and others.		

ADMINISTRATIVE DUTIES, ORGANIZATION & PLA AND LSC POLICY COMPLIANCE		
Complies with LSC and PLA daily timekeeping requirements.		
Ability to use computer and other PLA technology (word processing, e-mail, calendars, phone system, etc.).		
Ability to keep neat and organized files such that status of file is evident from content.		
Familiarity with LSC restrictions on practice (no prisoners, immigration status requirements, etc.).		
Maintains files in compliance with LSC requirements (statement of facts, retainer agreements, etc.).		
Makes appropriate and optimal use of support staff (secretaries and others) in order to maximize case handling time.		