

90-DAY TEAM MEMBER ASSESSMENT

Employee Name: _____

Position: _____

Date of Assessment: _____

1. Job Knowledge and Competency:

Understanding of Role: Has the team member shown a clear understanding of their duties and responsibilities?

Technical Skills: Has the team member demonstrated proficiency in necessary legal tasks (e.g., case preparation, document drafting, research)?

Attention to Detail: Does the team member maintain accuracy and thoroughness in their work, minimizing errors?

2. Productivity and Efficiency:

Time Management: Is the team member able to prioritize tasks and manage their time effectively?

Task Completion: Are tasks consistently completed within expected deadlines?

Adaptability: Has the team member shown the ability to handle a variety of tasks and adjust to changing priorities as needed?

3. Quality of Work:

Work Consistency: Does the team member consistently deliver high-quality work?

Problem Solving: Has the team member demonstrated effective problem-solving skills and resourcefulness in completing tasks?

Initiative: Does the team member proactively seek out ways to improve processes, learn, or contribute?

4. Communication and Interpersonal Skills:

Communication: Is the team member effective in both written and verbal communication, especially with attorneys, clients, and colleagues?

Team Collaboration: Has the team member demonstrated positive collaboration with other team members and shown a willingness to help others?

Client Interaction: Has the team member handled client interactions professionally and with sensitivity?

5. Reliability and Accountability:

Dependability: Does the team member consistently show reliability in attendance and completing work assignments?

Accountability: Does the team member take responsibility for their work, including any mistakes or missteps?

Integrity: Has the team member displayed honesty, discretion, and confidentiality as expected in their role?

6. Adaptability and Learning:

Openness to Feedback: Does the team member respond positively to feedback and seek to implement it in their work?

Willingness to Learn: Has the team member shown enthusiasm for learning and applying new skills?

Ability to Adjust to Changes: Has the team member adapted well to any changes in processes or case requirements?

7. Goals and Development Areas:

Strengths: What are the team member's key strengths as demonstrated over the past 90 days?

Areas for Improvement: Are there specific skills or areas where further development is needed?

Next Steps: What goals or training areas should the team member focus on in the next 90 days?

8. Collaboration & Teamwork:

How well does the team member collaborate with colleagues, support staff, and other team members?

Do they contribute positively to team dynamics and culture?

Do they live our team's core values?

ADDITIONAL COMMENTS OR OBSERVATIONS: