

NEW YORK CITY LAW DEPARTMENT

ASSISTANT CORPORATION COUNSEL EVALUATION

Reviewer: {TEXT}~

Date: {TEXT}~

Assistant: {TEXT}~

Division Chief: {TEXT}~

Class Year: {TEXT}~

Division: {TEXT}~

Evaluation Period: {TEXT}~

Brief description of work of assistant:

BELOW IS SAMPLE LANGUAGE: PLEASE AMEND ACCORDINGLY TO REFLECT THE RESPONSIBILITIES OF THE ACC BEING EVALUATED.

Serves as a staff litigation attorney. Responsible for managing a heavy caseload from the filing of the action or proceeding through a trial, if necessary. Conducts legal research, drafts briefs/memos, negotiates settlements, conducts discovery including document production and depositions, interviews clients or witnesses, makes court appearances for conferences, motions, hearings and trials, researches and drafts appropriate discovery and other dispositive and non-dispositive motions, and prepares for and conducts hearings and trials in state and federal court.

Please use the rating scale described below:

Select the rating that best describes this assistant's performance in comparison to other Law Dept. assistants whom you have observed at a similar point in their careers. Rate only those skills and characteristics of which you have personal knowledge.

- | | | |
|-----|---|---|
| 1 | = | Consistently exceeds highest expectations by a wide margin. Should be reserved for truly outstanding individuals who are significantly ahead of the generally expected performance level for assistants of comparable experience. |
| 1.5 | | Performance falls between rating 1 and rating 2. |
| 2 | = | Clearly above the generally expected performance level for assistants of comparable experience. Quality of work is consistently very good. Assistant's development is progressing rapidly and continued growth is anticipated. |
| 2.5 | | Performance falls between rating 2 and rating 3. |
| 3 | = | At the performance level generally expected for assistants of comparable experience. Quality of work is generally good. Assistant's development is progressing and there are no clear impediments to continued improvement. |
| 3.5 | | Performance falls between rating 3 and rating 4. |
| 4 | = | Below the generally expected performance level for assistants of comparable experience. Quality of work varies and/or improvement necessary in substantive or other areas which should be specified in the evaluation form. |
| 4.5 | | Performance falls between rating 4 and rating 5. |
| 5 | = | Significantly below the generally expected performance level for assistants of comparable experience. Considerable weaknesses in substantive or other areas which should be specified on the evaluation form. |
| N/O | = | Not observed |

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A. Legal Knowledge, Analytical Ability and Research Skills:

RATING	{TEXT}~
Describe with some detail the Assistant Corporation Counsel's legal knowledge, analytical ability and research skills. Your discussion should include examples demonstrating whether he or she has appropriate knowledge of the law in his or her area consistent with the experience level, his or her ability to research, identify and analyze issues and exercise creativity in solving problems.	
{TEXT}~	

B. Judgment:

RATING	{TEXT}~
Indicate whether he or she demonstrates good judgment by discussing whether he or she plans effective strategies, exercises common sense and prudence and, if it is a significant part of his or her duties, whether he or she provides sound and practical legal advice in a timely manner.	
{TEXT}~	

C. Negotiation:

RATING	{TEXT}~
Evaluate the attorney's ability to negotiate effectively in those instances where negotiations are a part of his or her duties.	
{TEXT}~	

D. Writing Skills:

RATING	{TEXT}~
Describe whether he or she writes persuasively in a manner that is grammatical, clear and concise.	
{TEXT}~	

E. Oral Communication:

RATING	{TEXT}~
Describe whether he or she communicates in an articulate and professional manner. Indicate whether he or she appears knowledgeable and confident and participates effectively in meetings.	
{TEXT}~	

F. Courtroom Skills:

RATING	{TEXT}~
Where applicable, describe his or her courtroom skills, including the ability to be persuasive and effective at oral argument and to handle matters appropriately at pre-trial conferences. For trial attorneys, include a discussion of his or her knowledge of the rules of evidence, ability to conduct direct and cross examinations, present experts and handle documents.	
{TEXT}~	

G. Attitude and Commitment to Work:

RATING	{TEXT}~
Discuss whether he or she shows initiative and appropriately accepts assignments and supervision, provides assistance to colleagues as needed, and contributes to a positive working environment.	
{TEXT}~	

H. Productivity and Efficiency:

RATING	{TEXT}~
Indicate whether he or she is productive and efficient. Include a discussion of whether he or she willingly and capably handles a number of matters simultaneously, completes assignments on time, and works well under pressure.	
{TEXT}~	

I. Interpersonal Skills:

RATING	{TEXT}~
Describe whether he or she works harmoniously and effectively with colleagues, clients, adversaries and the judiciary.	
{TEXT}~	

J. Supervisory Skills

Please complete this competency if the person being evaluated has any supervisory responsibilities in addition to line attorney responsibilities.

RATING	{TEXT}~
Please give examples as to specific people or projects that the attorney supervises.	
Describe whether he or she treats all staff fairly and with respect, is readily available and approachable for advice, accepts and delivers positive feedback and constructive criticism, shares information both up and down the reporting structure, and gives information about where to get help.	

Also, please describe whether he or she delegates tasks to staff while not abdicating responsibilities, follows up on staff work assignments, assures that work is of a good quality, edits written work effectively and in a timely manner, knows strengths of staff and makes appropriate assignments, sets and maintains appropriate deadlines for staff and self, and establishes an effective chain of supervision.

{TEXT}~

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Please answer the following questions. Answer question one only if it is applicable.

- 1. If this assistant has improved or declined dramatically in performance since you last reviewed him or her, please explain the change in brief detail:**

{TEXT}~

- 2. Provide specific suggestions for correcting deficiencies and further improving strengths:**

{TEXT}~

Overall Rating: (check appropriate box)

- 1 = Consistently exceeds highest expectations by a wide margin. Should be reserved for truly outstanding individuals who are significantly ahead of the generally expected performance level for assistants of comparable experience.
- 1.5 = Performance falls between rating 1 and rating 2.
- 2 = Clearly above the generally expected performance level for assistants of comparable experience. Quality of work is consistently very good. Assistant's development is progressing rapidly and continued growth is anticipated.
- 2.5 = Performance falls between rating 2 and rating 3.
- 3 = At the performance level generally expected for assistants of comparable experience. Quality of work is generally good. Assistant's development is progressing and there are no clear impediments to continued improvement.
- 3.5 = Performance falls between rating 3 and rating 4.
- 4 = Below the generally expected performance level for assistants of comparable experience. Quality of work varies and/or improvement necessary in substantive or other areas which should be specified in the evaluation form.
- 4.5 = Performance falls between rating 4 and rating 5.
- 5 = Significantly below the generally expected performance level for assistants of comparable experience. Considerable weaknesses in substantive or other areas which should be specified on the evaluation form.