

## I. Legal secretary performance form

Name: \_\_\_\_\_

Evaluation Period: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

### PERFORMANCE PLANNING AND RESULTS

#### Performance Review

- Use a current job description (job descriptions are available on the HR web page).
- Rate the person's level of performance, using the definitions below.
- Review with employee each performance factor used to evaluate his/her work performance.
- Give an overall rating in the space provided, using the definitions below as a guide.

#### Performance Rating Definitions

The following ratings must be used to ensure commonality of language and consistency on overall ratings: (There should be supporting comments to justify ratings of "Outstanding," "Below Expectations," and "Unsatisfactory")

|                      |                                                                |
|----------------------|----------------------------------------------------------------|
| Outstanding          | Performance is consistently superior                           |
| Exceeds Expectations | Performance is routinely above job requirements                |
| Meets Expectations   | Performance is regularly competent and dependable              |
| Below Expectations   | Performance fails to meet job requirements on a frequent basis |
| Unsatisfactory       | Performance is consistently unacceptable                       |

#### A. PERFORMANCE FACTORS (use job description as basis of this evaluation).

|                                                                                                                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------|
| Administration - Measures effectiveness in planning, organizing and efficiently handling activities and eliminating unnecessary activities |
|--------------------------------------------------------------------------------------------------------------------------------------------|

|                      |  |
|----------------------|--|
| Outstanding          |  |
| Exceeds Expectations |  |
| Meets Expectations   |  |
| Below Expectations   |  |

# Legal Secretary Guide Of Forms

**Austin G. Anderson**



## **Legal Secretary Guide Of Forms:**

**Legal Secretary's Guide to Forms and Terminology** ,1970      **Legal Secretary's Guide to Forms and Terminology for Hennepin County, Minnesota** ,1969      Legal Secretary's Handbook New Jersey Association of Legal Secretaries,1984-01-01 This looseleaf volume for the legal secretary and paralegal contains forms and how to information covering procedures in all courts and agencies in New Jersey The work is categorized into twelve sections by legal specialty

Administrative Assistant's and Secretary's Handbook James Stroman,Kevin Wilson,Jennifer Wauson,2012 A treasure trove of practical tips and invaluable tools for administrative professionals it doesn't get much better than this book BookViews com

*Merriam-Webster's Legal Secretaries Handbook* Austin G. Anderson,1996 Fast reliable answers for law offices Covers legal documents correspondence Treats all aspects of office management Abundant practical examples      James Stroman,2008-04-04 Between coordinating meetings making travel arrangements and running the phone lines being a professional administrative assistant requires an astonishing and varied range of skills involving interpersonal communication written presentations and organizational ability Written in a down to earth style Administrative Assistant's and Secretary's Handbook provides readers with information on subjects including record keeping telephone usage office machines mail business letters and computer software skills Now in its third edition the book has been completely revised with expanded coverage of topics including electronic records management interpersonal and communication skills troubleshooting computer problems time and stress management customer service event planning web conferencing math for office professionals office management and supervision transcription and much more Comprehensive and completely up to date this is the book every administrative professional should own      Library of Congress Catalogs Library of Congress,1976      Legal Secretaries' Guide to Forms and Terminology ,1969      **Catalog of Copyright Entries. Third Series** Library of Congress. Copyright Office,1976      *Webster's Legal Secretaries Handbook* Coleen K. Withgott,1981 A useful guide for streamlining procedures in the law office back cover

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