

Quarterly Evaluation Form

Purpose of Evaluation: Quarterly evaluation forms are not meant as disciplinary forms but as tools to promote quality employee performance and ongoing professional growth. A good evaluation will always include areas where an employee can improve and areas where they deserve accolades. The evaluation will always include discussion of both strengths and weaknesses.

Employee's Name: _____

Evaluator's Name: _____

Evaluation Period: _____

Overview: Part 1 of the evaluation is a series of scaled questions for certain topics. Part 2 is an area to discuss strengths and weaknesses. Supervisors must fill out both parts. Once completed, a copy of the evaluation should be sent to your Administrative Chief for approval.

Part 1: Part 1 is divided into eight categories. Supervisors should rate an attorney compared to the model attorney who holds the same position and level in the office. Here are some things to consider in each category.

Ethics and Professionalism

Does the attorney demonstrate a familiarity with her/his ethical obligations under the Texas Disciplinary Rules of Professional Conduct? Have any meritorious complaints been raised against her/him for failure to disclose exculpatory, impeachment or mitigating information? Is she/he respectful, ethical and candid with the court and opposing counsel? Does she/he treat the defense bar with dignity? Is she/he respectful and courteous with courthouse and office staff? Does she/he follow office policy?

Trial Work

Is the attorney able to handle herself or himself appropriately in trial? Is she/he effective in voir dire, openings, directs, crosses and closings? Can she/he offer, use and object to evidence appropriately? Is she/he a strategic thinker? Does she/he frazzle easily? Can she/he direct or cross an expert effectively?

Trial Preparation

Is the attorney competent in preparing for trial? Does she/he meet with witnesses in a timely manner? Is the attorney routing cases in a timely manner? Does she/he spend time preparing evidence or demonstrative aids so that they are effective? Is the attorney pitching cases and seeking advice when appropriate? Is the attorney identifying weaknesses and legal difficulties and preparing for them?

Workroom Management

How is the attorney handling the administrative part of being a prosecutor? Is she/he making timely witness contacts? Is the attorney making timely and fair sentence recommendations? Is discovery provided in accordance with the Michael Morton Act – timely, completely and continually without regard to whether the case is a trial or a plea? Is she/he handling

multiple demands and competing priorities? Is she/he maintaining a manageable docket? Are the dispositions appropriate?

Initiative

Is the attorney going the extra mile? Is she/he eager to take on extra tasks? Does she/he try the tough cases or plea them for less than the cases deserve? Is the attorney proactive or reactive?

Work Ethic

Is the attorney a hard worker? Does she/he set and keep appointments and schedules? Is the attorney present and punctual? Will she/he spend the time to get the job done right? Is she/he efficient with time? Does the attorney document work well?

Legal Knowledge

Is the attorney proficient in the law? Does she/he take the time to research a topic at issue? Is she/he able to use the research effectively? Does she/he have a working knowledge of the major issue and topics we encounter on a routine basis?

Leadership Skills

Is the attorney a leader? Does she/he take the time to help other attorneys or train prosecutors less skilled than she/he? Does the attorney look for opportunities to make herself/himself and the office better? Do other prosecutors seek her/his advice and look to him/her as a leader?

Part 2: Part 2 is an opportunity to discuss other areas not covered in Part 1. A goals plan should be put in place that fosters the strengths while helping correct the weaknesses. The more intentional this evaluation is the more likely it will result in improving the individual evaluated.

PART 1

Please rate the attorney on the scale below, 1 being the lowest performer and 10 being an extraordinary performer.

Ethics and Professionalism

1 2 3 4 5 6 7 8 9 10

Comments: _____

Trial Work

1 2 3 4 5 6 7 8 9 10

Comments: _____

Trial Preparation

1 2 3 4 5 6 7 8 9 10

Comments: _____

Workroom Management

1 2 3 4 5 6 7 8 9 10

Comments: _____

Initiative

1 2 3 4 5 6 7 8 9 10

Comments: _____

Work Ethic

1 2 3 4 5 6 7 8 9 10

Comments: _____
