

Training trainee solicitors

Performance and development review - sample appraisal form

Education and Training Unit
Version 1

Name of trainee _____

Appraising supervisor _____

Appraisal period from _____ to _____

Summary of achievement against objectives previously agreed

Objective 1	
Objective 2	
Objective 3	

Objective 4	
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Achievements against skills standards

Skill	Summary	Development action
Advocacy		
Case & transaction management		
Client care & practice support		
Communication		
Dispute resolution		
Drafting		
Interviewing & advising		
Legal research		
Negotiation		

Summary of personal skills

Skill	Summary	Development action
Working with others		
Initiative and motivation		
Personal organisation		
Innovation		
Flexibility		
Balancing quality and quantity of work		
Reliability		
Commercial awareness		
Self development		

Legal knowledge

Area of law	Summary	Development action

Other achievements

Overall performance summary

Training needs identified at last appraisal

Training need	Method of meeting need	Training effectiveness

Looking forward – objectives

Objective	Task	Timescale

Training/development needs

Training need	Suggested method	Timescale

Appraiser's signature _____

Date _____

Trainee's signature _____

Date _____