

# Legal Assistant Performance Review

Employee Name

Reviewer Name

Review Date

Job Knowledge & Skills

Comments

Work Quality

Comments

Productivity

Comments

Communication

Comments

Professionalism & Dependability

Comments

## Teamwork

### Comments

## Overall Ratings

Area	Rating (1-5)
Job Knowledge & Skills	<div></div>
Work Quality	<div></div>
Productivity	<div></div>
Communication	<div></div>
Professionalism & Dependability	<div></div>
Teamwork	<div></div>
Overall	<div></div>

## Strengths

## Areas for Improvement

## Goals for Next Review Period

