

INITIALS (Optional): _____

STAFF FEEDBACK REGARDING ASSIGNED TASKS

WEEK OF _____

Was amount of new work assigned reasonable in light of existing workload?	
Were instructions given in writing?	
Were instructions clear?	
Were priorities clear?	
Was assistance available if needed?	
Was an adequate amount of time give to complete assignments?	
Did the responsible attorney review your completed work before it left the firm?	
What were the most enjoyable projects/tasks?	
What was the least enjoyable projects/tasks?	
Did you have the necessary equipment and materials to complete work satisfactorily?	
Do you feel in control of your work?	
Do you feel that you are managing your time effectively?	
Do you feel that your professional and personal lives are balanced?	
If you were in charge, would you manage the firm differently and, if so, how?	