

WILSON BROWNE SOLICITORS

TRAINEE SOLICITOR APPRAISAL

Name of trainee	
Appraising supervisor	
Appraisal period	
Date of appraisal	

Aim of the meeting

- to provide feedback about your level of performance
- to plan your training, ensuring we are supporting your development
- to set and agree objectives to enable you to develop the skills needed to meet the SRA Principles and Practice Skills Standards

What the meeting will cover

- parts 1—6: Performance appraisal
- part 7: Training needs identified at last appraisal
- part 8: Objectives for next appraisal period

Preparation for appraisal meeting

Please review and complete sections 1—6 in advance of the meeting. Provide a copy of your completed form to the appraising supervisor in advance of the meeting. You may also wish to consider Part 8.

The meeting should be expected to last [1—1.5] hours. This should be protected time without interruption. When the appraisal is complete, both parties should sign and date the form and agree review dates (six-monthly or as agreed).

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Part 1: Performance against personal objectives

List the objectives set at the start of this appraisal period. Was each objective achieved? If not, what prevented its achievement? What would have assisted you? Please make comments.

Objective	Delivery date	Trainee's assessment	Supervisor's assessment

Part 2: Performance against SRA Practice Skills Standards

This section requires the trainee and supervisor to assess performance against the SRA's Practice Skills Standards, which can be found on the SRA's website.

Skill	Trainee's assessment	Supervisor's assessment	Development action
Advocacy			
Case and transaction management			
Client care and practice support			

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Skill	Trainee's assessment	Supervisor's assessment	Development action
Communication			
Dispute resolution			
Drafting			
Interview and advising			
Legal research			
Negotiation			
Overall	N/A		

Part 3: Assessment of personal skills

Skill	Trainee's assessment	Supervisor's assessment	Development action
Working with others			
Initiative and motivation			
Personal organisation			
Innovation			
Flexibility			
Balancing quality and quantity of work			
Reliability			

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Skill	Trainee's assessment	Supervisor's assessment	Development action
Commercial awareness			
Self-development			
Overall			

Part 4: Legal knowledge

Area of law	Trainee's assessment	Supervisor's assessment	Development action
<i>[insert first area of law the trainee has worked in during this appraisal period]</i>			
<i>[insert next area, if relevant]</i>			
<i>[insert next area, if relevant]</i>			
<i>[insert next area, if relevant]</i>			
Overall			

Part 5: Other achievements

Trainee assessment	Supervisor's assessment

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Trainee assessment	Supervisor's assessment

Part 6: Assessment of overall performance

Supervisor overall assessment	Trainee's assessment

Part 7: Training/development areas identified at last appraisal

Training and/or developmental area	Method of meeting need	Outcome

Part 8: Objectives for the next appraisal period

To be completed in appraisal meeting.

Note to trainee: please consider in advance of the meeting and make a separate note of your ideas for discussion at the meeting.

Objectives	How objectives may be achieved and results measured	Target completion date
[Insert objective 1]:		
[Insert objective 2]:		
[Insert objective 3]:		
[Insert objective 4]:		

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Signatures

Supervisor signature		Date
Trainee signature		Date
Training principal signature		Date