



QUARTERLY TRAINEE PERFORMANCE REVIEW

THIS REVIEW TO BE COMPLETED BY THE REVIEWER IN DISCUSSION WITH THE TRAINEE

FULL NAME OF TRAINEE:

TC NUMBER:
(see Entrance Certificate)

NAME OF FIRM:

NAME OF SOLICITOR CONDUCTING REVIEW (please print):

REVIEW DUE DATE: **REVIEW NO:**
(a Review is due on each three month anniversary of the commencement of training)

DATE OF COMPLETION OF REVIEW:

Having conducted a review of the trainee’s performance over the last three months, and with regard to the current stage of training, I consider the trainee has performed to the following standards in the key areas of skill (tick as appropriate):

SKILL	COMPETENT	NOT YET COMPETENT	NO OPPORTUNITY TO DEMONSTRATE COMPETENCE	COMMENTS (of trainee and/or reviewer)
Professional conduct and ethics				
Communication				
Time and work management				
Dealing with clients				
Legal research				
Drafting				
Negotiation				
Commercial awareness				
Office procedures				

On a scale of 1 to 9, with 9 being the highest, and with regard to the current stage of training, I would rate the trainee’s overall performance as (enter 1 – 9 as appropriate)

SIGNATURE OF REVIEWER:

SIGNATURE OF TRAINEE: