

Draft as of April 6, 2009



**EVALUATION FORM  
FOR JUDGES AND LEGAL OFFICERS (EF)  
LINE MANAGER**

(Art 3 [3] of the EULEX Assembly of Judges Rules on the Evaluation of Judges and Legal Officers [ARE])

<b>PART I: Staff Member Information</b>			
Please return this form to your Line Manager by latest: xxx xxx 2009			
Name:	Component/Dept/Unit		
Title:	ID No.		
Start of Contract Date:	Reporting Period		
End of Contract Date:	From:	To:	

<b>PART II: To be completed by the Staff Member</b>
Description of duties, working conditions and main achievements for the period under review

<b>PART III: Line Manager's evaluation report</b>		
Rating Scale for each different item from 4 to 1 as follows:		
4. Exceeds Expectations (Competent and performance above reasonable expectations);		
3. Fully Satisfactory (Competent and adapt performance that fully meets reasonable expectations);		
2. Partly Satisfactory (Performance meets some or even most requirements but is in need of improvement);		
1. Unsatisfactory (Performance does not meet reasonable requirements).		
N/A: Not Applicable.		
Item evaluated	Rating	Comments
<b>1. Quantity of work</b> Capacity and willingness to decide pending cases in due time (judges)/Capacity and willingness to assist judges to decide pending cases in due time (legal officers)		
<b>2. Quality of work</b> Ability to deliver decisions and other documents with a well-structured, stringent and convincing reasoning (judges)/Ability to deliver legal evaluations and draft decisions with a well-		

structured, stringent and convincing reasoning (legal officers)		
<b>3. Knowledge of the Job</b> Quality and diversity of judicial knowledge; ability to apply this knowledge pragmatically; ability quickly to analyze legal problems and to find a balanced solution		
<b>4. Interpersonal Skills and Teamwork</b> Ability and willingness to work harmoniously with colleagues in a multi-cultural/ethnic environment with sensitivity and respect for diversity; professional approach when dealing with the parties to a litigation		
<b>5. Independence and Flexibility</b> Ability to work autonomously and to take self-determined decisions; ability to adapt to new situations		
<b>6. Working under pressure/hardship</b> Ability to maintain quality of work; ability to perform under pressure		
<b>7. Other Qualities</b> Personal integrity, confidentiality, accountability, commitment, including commitment to continuous learning		
<b>8. Communication Skills</b> Command of English, ability to communicate clearly; ability and willingness to listen to others; ability to persuasive reasoning		
<b>9. Computer Skills</b> Ability to use available IT tools as appropriate		
<b>10. Managerial/Supervisory Skills (if applicable)</b> Ability to set and prioritize goals; ability to take managerial decisions in due time; capacity and willingness to motivate colleagues; ability to build and sustain trustful cooperation		
<b>Additional comments (optional)</b>		

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Sources of information

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Attachments

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\_\_\_\_\_  
Name and ID No of Line Manager

\_\_\_\_\_  
Title/Function

\_\_\_\_\_  
Signature and date

**PART IV: To be completed by the Staff Member**

I have read and received a copy of this report

\_\_\_\_\_  
Signature of Staff Member

\_\_\_\_\_  
Date