*Dentons Rodyk & Davidson LLP - Year-End Review*

**Self-Appraisal for: [first\_name] [last\_name] / [dept] / [designation]**

**Dated: [!currentdate|dd-MM-yyyy]**

***Your own copy***

**General**

1. List your thoughts on how you think you have performed against expectations throughout the year.

For Timekeepers, please specify in terms of hours, billed fees and collected fees.

[~~thoughts\_expectations\_2]

{#IF [appraisal\_type] IS ##Hybrid## OR [appraisal\_type] IS ##Professional## OR [appraisal\_type] IS ##Partner##}

1. List the significant client matter projects that you have done or been involved in for the past year.

Specify description of involvement, contribution, and any significant professional achievement that is beneficial in revenue for the firm.

[~~significant\_matters\_copy2]

1. List any client legal matter or type of client legal matters that was done during the year, or billed for during the year, that either we had to write off all time costs or if billed for during the year, had to be done at drastically reduced fees.

Explain why we could not bill for the legal work or had to bill at drastically reduced fees. This includes work where the billing is decided by another lawyer (name that lawyer).

Describe why you ought to be recognized for such work despite the lack of billings.

[~~write\_off\_copy2]

1. Description of any supervisory work done, including:
   1. looking after any staff or pupils or associates;
   2. list of personnel reporting to you or whom you have helped to mentor;
   3. list of persons you have delegated work to; and
   4. how you have helped to train and supervise during the year and who these subordinates are.

[~~supervisory\_copy2]

**Personal Development**

1. Continuing Professional Development

Please describe how you have developed yourself, using the following format:

* 1. Event Name
  2. External /In-house
  3. Role: Speaker / Participant
  4. Results

[~~cpd\_copy2]

1. Client Education Events (In-house) and other BD events

Please describe how you have developed yourself, using the following format:

* 1. Event Name
  2. Role: Speaker / Material production & Research / Networking
  3. Results

[~~client\_education\_others\_copy2]

1. Written Contributions

Please describe how you have developed yourself, using the following format:

* 1. Title
  2. Name of publication / online platform
  3. External /In-house
  4. Results

[~~written\_contributions\_copy2]

1. What work you have generated and for whom? This includes:
   1. List of clients you have originated or helped to originate;
   2. List of clients whose work you have been able to get more work from;
   3. List of cross selling activities that you have done, and results of these activities;
   4. Any significant work sent to others;
   5. Any other business development activities; and
   6. Areas of practice you have developed and progress made.

[~~work\_generated\_copy2]

1. Describe briefly the non-legal work done for the firm, other than the business development work described above.

[~~non\_legal\_work\_copy2]

**Community / Profession Contributions**

1. Committees

Please describe how you have contributed to committees, using the following format:

* 1. Designation
  2. Name of Committee
  3. Results

[~~committees\_copy2]

1. Pro Bono

Please describe your *pro bono*contributions, using the following format:

* 1. Frequency or extent of commitment
  2. Organisers
  3. Results

[~~probono\_copy2]

**Concluding Questions**

1. Please describe:
   1. what you learned during the year; and
   2. how you are more valuable now than 1 year ago. How have your legal and client management skills improved?

[~~improvement\_copy2]

1. Please add anything else you think you would like the EXCO to take note of. For example:
   1. any achievement outside of the firm that has added to the firm’s name; and
   2. any leadership qualities shown other than already described above.

[~~anything\_else\_copy2]

1. Any additional handicap during the year that you would like EXCO to take note of, other than the fee write-off or reduction described above.

[~~additional\_handicap\_copy2]

{/}

{#IF [appraisal\_type] IS ##Non-clerical## OR [appraisal\_type] IS ##Staff## OR [appraisal\_type] IS ##Manager## OR [appraisal\_type] IS ##Hybrid##}

1. List of significant tasks or projects that you have done or been involved in for the past year (both within and outside of the office). Description of your involvement in these projects. Please highlight if there is any feedback received from internal and external parties worth mentioning.

[~~significant\_tasks\_others\_copy2]

1. List of tasks/projects done in the past 1 year that helped the Firm to save cost and/or to be more efficient and effective in various work processes.

[~~cost\_saving\_efficiency\_copy2]

1. List of task(s) which were planned for the past year but have yet to be realized due to certain reasons. State such task(s) and the likely reasons for non-completion.

[~~planned\_tasks\_not\_completed\_2]

1. List of tasks or projects which you hope to realize for the coming year.

[~~tasks\_next\_year\_copy2]

1. Any issues that you would like to highlight to the management or to take note of.

[~~issues\_to\_highlight\_copy2]

**{/}**

**I confirm that the information I have entered above is accurate and true.**

**[confirmation]**