

## SUPERVISING ATTORNEY EVALUATION

### OFFICE & PERSONNEL MANAGEMENT

1. Manages caseload among attorneys equitably to maximize efficiency.
2. Manages workload among support staff equitably to maximize efficiency.
3. Aware of management issues in the office.
4. Proactively addresses legitimate support staff concerns.
5. Proactively addresses legitimate attorney concerns.
6. Clearly sets forth management expectations.
7. Fairly implements management plan.
8. Solves, or helps staff solve, problems creatively.
9. Has respect of support staff.
10. Has respect of attorneys.
11. Recognizes personnel issues and takes appropriate action.
12. Brings potential problems/issues to the attention of Central Office in a timely manner.
13. Demonstrates knowledge of general personnel laws, regulations, policies, and ODG / VSEA support staff contract.

### TRAINING AND LEADERSHIP

1. Provides appropriate training to other attorneys in the office.
2. Provides appropriate mentoring to other attorneys in the office.
3. Provides appropriate training to support staff in the office.
4. Advocates for staff needs when appropriate.
5. Provides leadership in developing new law and making novel legal challenges.
6. Available to attorneys and investigators to discuss case strategy.