**Karunaratne Lawyers – Peer Review**

**Your answers will be kept confidential and will be used for overall performance assessment.**

**Rate your peer between 1 -5 scale –**

**1 being Very Poor, 2 being Poor, 3 being average, 4 being good and 5 excellent.**

**Justify every rating – why and give examples.**

1. **Meeting Targets** – My co-worker consistently exceeds his/her targets while maintaining high standards in every assignment he/she undertakes.
2. **Reliability** – My Co-worker has demonstrated exceptional reliability by meeting deadlines and delivering quality work.
3. **Work Contributions** – My Co-worker has made overall contributions that has led to measurable improvements in team productivity and efficiency.
4. **Work Ethics** – My Co-worker maintains a strong work ethic that translates into consistent, high-quality outcomes.
5. **Taking Initiatives** – My Co-worker has taken initiative in identifying gaps and proposing improvements that benefit the entire team.
6. **Receiving and Acting on Constructive Feedback** – My Co-worker leverages constructive feedback to continuously refine his/her work and exceeds expectations.
7. **Adjusting and Learning Quickly** – My Co-worker has the ability to adjust and learn quickly that has resulted in measurable improvements in his/her work output.
8. **Maintaining Consistency and Quality** – My Co-worker takes pride in maintaining consistency and quality in all of his/her assignments.
9. **Maintains High Standards** – My Co-worker maintains high standards in terms of punctuality, attendance to work and informed my Superiors
10. **Adherance to Internal Policies** - My Co-worker has always adhered to the internal policies that have been introduced from time to time, example social media policy, use of personal mobiles during working hours, daily submission of timesheets
11. **Follows Instructions and Guidance** – My Co-worker has always followed the instructions and guidance by my superiors/supervisors.
12. **Professional and Ethical Conduct** – My Co-worker is well aware of the professional and ethical conduct required by law as a legal practitioner.
13. **Client Satisfaction** – My Co-worker has attended to the client matters efficiently and effectively with no or indirect complaints from the client.
14. **Professional Standards** – My Co-worker maintains professional standard, loyalty and commitment in his/her professional conduct.
15. **Team Player** -   My Co-worker’s commitment to teamwork has a ripple effect on the entire department, promoting cooperation and synergy.
16. **Cross-Team Communication** – My Co-worker’s proficiency in cross-team communication ensures that our projects move forward efficiently.
17. **Time Management** – My Co-worker’s ability to meet deadlines and manage time efficiently significantly contributes to our team’s overall productivity.
18. **Work Quality -** My Co-worker pays meticulous attention to detail, which enhances our work.

**Any Other Comments:**