General Counsel Evaluation Form

Name _____

Position General Counsel

Department LP&L

Evaluated by _____

This evaluation form has four pages – this cover sheet, "Responsibilities," "Values" and "Board Member Comments." All four pages should be utilized for evaluation purposes.

Ratings of "Poor," "Below Average," or "Excellent" should include comments by the rating board member.

After each board member completes their individual rating, the entire body will discuss the collated evaluation form that will stand as the official evaluation for the personnel file.

Distribution Instructions: Please bring the completed form to the next Electric Utility Board meeting.

Marking Instructions: The rating board member should indicate the General Counsel's performance by selecting the rating of each job responsibility.

The following rating scale guide is being provided to assist the evaluator in assigning the most appropriate measurement of the employees' performance factors, behavioral traits and supervisory factors.

1 = Poor: Rarely meets the performance standard.
2 = Below Average: Usually does not meet the performance standard.
3 = Average: Generally meets the performance standard.
4 = Above Average: Generally exceeds the performance standard.
5 = Excellent: Almost always exceeds the performance standard.

JOB RESPONSIBILITIES	RATING
EUB Relations: Disseminates complete and accurate information equally to all members in a timely manner. Assists by facilitating decision making without usurping authority. Responds well to requests, advice and constructive criticism.	
Official Duties: Attends all regular and special meetings of the EUB to ensure compliance with laws, rules and regulations. Briefs the board on important LP&L activities.	
Policy Execution: Supports the actions of the governing body after a decision has been reached, both inside and outside the organization. Reviews policy procedures periodically to suggest improvements to their effectiveness.	
Professional Skills: Sets a professional example by handling affairs of the public office in a fair and impartial manner. Maintains knowledge of current legislation and case law affecting the practice of local government and the utilities industry. Provides sound legal opinions to the EUB and Director of Electric Utilities.	
Supervision: Encourages teamwork, innovation and effective problem solving among staff members. Ensures legal inquiries are answered impartially and timely. Disputes/litigation are evaluated for resolution favorable to LP&L.	
Legal Representation/Counsel: Provides quality information and advice to EUB, Director of Electric Utilities and staff to assist with preparation of resolutions, contracts and other legal documents.	
	Job Responsibilities TOTAL =

Meets Standards = 3 or greater

Does Not Meet Standards = Less Than 3

MAXIMUM RATING = 5

VALUES	RATING
Leadership: Inspires staff to succeed, actively promotes efficient operations and demonstrates high regard for personal ethics.	
Planning: Recognizes future needs and develops adequate plans to address long-term trends. Anticipates and analyzes problems to develop effective solutions.	
Ethics: Maintains objectivity and independence necessary to provide effective and sound legal advice to the EUB and Director of Electric Utilities.	
Interpersonal Skills: Displays enthusiasm, cooperation and willingness to adapt.	
Accountability: Takes ownership for the services and legal opinions provided to the EUB and Director of Electric Utilities.	

Values TOTAL =

Meets Standards = 3 or greater

Does Not Meet Standards = Less Than 3

MAXIMUM RATING = 5

Board Member Signature: _____ **Date:** _____

BOARD MEMBER COMMENTS