

26 EFFECTIVENESS FACTORS

- 1) **Analysis and Reasoning:** Uses analytical skills, logic, and reasoning to approach problems and to formulate conclusions and advice.
- 2) **Creativity/Innovation:** Thinks “outside the box,” develops innovative approaches and solutions.
- 3) **Problem Solving:** Effectively identifies problems and derives appropriate solutions.
- 4) **Practical Judgment:** Determines effective and realistic approaches to problems.
- 5) **Client Relationship Building, Advising and Counseling:** Able to develop relationships with clients that address client’s needs.
- 6) **Fact Finding:** Able to identify relevant facts and issues in case.
- 7) **Researching the Law:** Utilizes appropriate sources and strategies to identify issues and derive solutions.
- 8) **Speaking:** Orally communicates issues in an articulate manner consistent with issue and audience being addressed.
- 9) **Writing:** Writes clearly, efficiently and persuasively.
- 10) **Listening:** Accurately perceives what is being said both directly and subtly.
- 11) **Influencing & Advocating:** Persuades others of position and wins support.
- 12) **Questioning and Interviewing:** Obtains needed information from others to pursue issue/case.
- 13) **Negotiation Skills:** Resolves disputes to the satisfaction of all concerned.
- 14) **Strategic Planning:** Plans and strategizes to address present and future issues and goals.
- 15) **Organizing and Managing (Own) Work:** Generates well-organized methods and work products.

- 16) **Organizing and Managing Others (Staff/Colleagues):** Organizes and manages others work to accomplish goals.
- 17) **Evaluation, Development, and Mentoring:** Manages, trains, and instructs others to realize their full potential.
- 18) **Developing Relationships:** Establish quality relationships with others to work toward goals.
- 19) **Networking and Business Development:** Develops productive business relationships and helps meet the unit's financial goals.
- 20) **Community Involvement and Service:** Contributes legal skills to the community.
- 21) **Integrity & Honesty:** Has core values and beliefs; acts with integrity and honesty.
- 22) **Stress Management:** Effectively manages pressure or stress.
- 23) **Passion & Engagement:** Demonstrates interest in law for its own merits.
- 24) **Diligence:** Committed to and responsible in achieving goals and completing tasks.
- 25) **Self-Development:** Attends to and initiates self development
- 26) **Able to See the World Through the Eyes of Others:** Understands positions, views, objectives, and goals of others.