

NYC LAW DEPARTMENT

Summer Intern -- Final Evaluation Form

Date: 05/25/2012

Time: 13:29

Page: 1 of 3

General Comments/Instructions

1. Legal Research Skills and Knowledge

Multiple Choice (required)

Did the intern demonstrate legal reasoning skills necessary to perform the work required? Did the intern find appropriate legal authority, identify relevant legal issues, shepardize appropriately and provide a timely and accurate answer to the questions presented?

- Yes
- No
- No Basis To Respond

2. Written Communication

Multiple Choice (required)

Would you trust the intern to produce a competent first draft of papers suitable to file in court or submit to a client, with minimal assistance or editing?

- Yes
- No
- No Basis To Respond

3. Oral Communication

Multiple Choice (required)

Does the intern communicate with others in a clear, articulate and professional manner?

- Yes
- No
- No Basis To Respond

4. Collegiality

Multiple Choice (required)

How would you rate this intern on his or her ability to build rapport, where appropriate, with colleagues including support staff, supervisors, clients, adversaries, witnesses, victims (in Family Court) and judges?

- Excellent
- Very Good
- Satisfactory
- Poor
- N/A

5. Openness To Supervision

Multiple Choice (required)

How would you rate this intern on his or her willingness to accept supervision?

- Excellent
- Very Good
- Satisfactory
- Poor
- N/A

6. Initiative

Multiple Choice (required)

Did this intern volunteer for work and undertake assignments eagerly?

- Yes
- No
- No Basis To Respond

7. Initiative

Multiple Choice (required)

Did this intern offer useful suggestions about work assignments?

- Yes
- No
- No Basis To Respond

8. Stress

Multiple Choice (required)

Did the intern handle stress well?

- Yes

NYC LAW DEPARTMENT

Summer Intern -- Final Evaluation Form

Date: 05/25/2012

Time: 13:29

Page: 2 of 3

8. Stress

Multiple Choice (required)

- No
- No Basis To Respond

9. Ability To Follow Instructions

Multiple Choice (required)

How would you rate this intern's ability to follow instructions?

- Excellent
- Very Good
- Satisfactory
- Poor
- N/A

10. Judgment

Multiple Choice (required)

Could you imagine in the future sending this person to court or a client meeting unsupervised?

- Yes
- No
- No Basis For To Respond

11. Getting The Larger Picture

Multiple Choice (required)

Did the intern seem to understand the background and overall strategy of the matters he or she worked on?

- Yes
- No
- No Basis For To Respond

12. Seeking Guidance

Multiple Choice (required)

Does this intern seek out guidance where appropriate?

- Yes
- No
- No Basis for Respond

13. Follow-Through

Multiple Choice (required)

Does this intern understand and implement supervisory feedback and instruction?

- Yes
- No
- No Basis To Respond

14. Meeting Deadlines

Multiple Choice (required)

Did this intern meet the required deadlines on all projects?

- Yes
- No
- No Basis To Respond

15. Overall Quality of Substantive Work Product

Multiple Choice (required)

This intern's overall work product was:

- Excellent
- Very Good
- Good
- Satisfactory
- Poor

NYC LAW DEPARTMENT

Summer Intern -- Final Evaluation Form

Date: 05/25/2012

Time: 13:29

Page: 3 of 3

16. Overall Evaluation

Multiple Choice (required)

Based on all of the above, how would you rate this intern overall (quality of substantive work plus all other factors)?

- Excellent
- Very Good
- Good
- Satisfactory
- Poor

17. General Comments

Would you want this intern to work with you in your division on a permanent basis?