

summer associate assignment evaluation form

Summer Associate: _____

Date Completed: _____

Attorney Assigning Work: _____

Nature of Work: _____

Client: _____

Was the assignment completed on or before the deadline? _____

If not, did the summer associate contact you in advance to explain the delay?

If you know how much time was spent on the assignment, was it appropriate and in line with your instructions? _____

Did you observe his/her ability to "juggle" assignments? _____

If so, did he/she appear able to do so? _____

Was written work well-organized? _____ Well-written? _____ Grammatical? _____

How would you describe his/her attention to detail?

Did he/she focus on the critical issues? _____

Was there a time when he/she could/should have come back for guidance? _____ Did he/she? _____

If the assignment offered a chance for creativity, was any displayed? _____

Did the assignment require initiative? _____ If so, was any forthcoming? _____

Was there a time in the course of the assignment when it was necessary for him/her to persuade you?
_____ Did he/she make a competent attempt to do so? _____

Were oral communications well-organized?

Does he/she project a confident image?

Was he/she assertive when appropriate?

Please describe the summer associate's interpersonal skills.

Additional comments: _____
