*Insert Logo here*

HIRE

INTERN EVALUATION

Legal Office

For month of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Intern: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internship start date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hours per week \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Goals of Internship:

* Demonstrate competency in performance of skills, as related to training
* Gain exposure to organizational structure
* Develop effective communication techniques
* Demonstrate work ethic and reliability

Please evaluate **personal qualities** of the intern as observed during the internship. Select **one** evaluation level for each area by marking an “X” under the level that represents the intern’s performance.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Skills** | **Needs Improvement** | **Satisfactory** | **Excellent** | **Not Applicable** |
| Ability to adapt to a variety of tasks |  |  |  |  |
| Demonstrate professional interpersonal skills |  |  |  |  |
| Persistence in completing tasks |  |  |  |  |
| Reliability and dependability |  |  |  |  |
| Enthusiasm for the experience |  |  |  |  |
| Attention to accuracy and detail |  |  |  |  |
| Willingness to ask for and use guidance |  |  |  |  |
| Ability to cope in stressful situations |  |  |  |  |
| Interacts positively with internal and external customers |  |  |  |  |

**Demonstrates abilities related to Legal Office. Select one evaluation level for each.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Skills** | **Needs Improvement** | **Satisfactory** | **Excellent** | **Not Applicable** |
| Maintain security and confidentiality |  |  |  |  |
| Able to identify law categories (i.e. civil / criminal) |  |  |  |  |
| Appropriately uses basic law terminology |  |  |  |  |
| Demonstrate the use of proper written English in all legal documentation |  |  |  |  |
| Able to create legal correspondence (i.e. formatted letters &/or envelopes) |  |  |  |  |
| Demonstrates knowledge of processes related to court systems |  |  |  |  |
| Demonstrate knowledge of Code of Ethics and Professional Responsibility |  |  |  |  |
| Demonstrate computer knowledge and skills | | | | |
| * MS Word / Word Processing |  |  |  |  |
| * MS Excel / Spreadsheet applications |  |  |  |  |
| * MS Access / Database administration |  |  |  |  |
| * Presentation software |  |  |  |  |
| * Email |  |  |  |  |
| * Internet research |  |  |  |  |
| * Computerized Accounting |  |  |  |  |
| * Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |

Additional comments:

Signature of Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| HIRE Employment Specialist  Moore Norman Technology Center  Fax: 405-217-8265  E-Mail: Monica.Bread@mntc.edu |  |

Send completed evaluations to: