



Law Student Volunteer Intern/Extern Performance Appraisal
 (Addendum 2 to Law Student Volunteer Intern/Extern Agreement)

*Required for Volunteer Externs, Summer Law Interns (Pathways) Funnel Offers; and when specified in an agreement between the educational institution and DOJ;
 Optional for Other Law Student Volunteers*

STUDENT INFORMATION

Name			Law School	
Appointment Period	From dd/mm/yyyy		To dd/mm/yyyy	
Component Assignment			Organizational Location	

SUPERVISOR (RATER) INFORMATION

Name		Title	
Component		Section	

PART 1: Development, Discussion and Approval/Acknowledgment of Duties, Responsibilities, & Performance Standards

1. The Supervisor/Rater identifies the student's duties and responsibilities, and the performance standards prior to or at the beginning of the appointment period. Participation by the student in this process is encouraged.
2. The Student acknowledges receipt and understanding of the duties, responsibilities, and performance standards.

RATING LEVELS

Outstanding	Performance significantly exceeds expectations and is notably exceptional. This rating signifies extraordinary accomplishment of the assigned work.
Excellent	Work demonstrates superior performance that exceeds expectations for most assignments and is no less than successful in all assignments.
Successful	Work fully meets expectations – performance is right on target for the average law student of that level of education.
Unsatisfactory	Performance fails to meet expectations, is deficient in terms of quality, quantity, timeliness of work and/or manner of performance. Corrective action is needed to improve.

Student's Duties and Responsibilities: (Identify Key Assignments/Projects/Work in the space below or on a continuation page. Address the substantial lawyering experience that the internship/externship will provide.)

Supervisor's Signature & Title	Date Signed dd/mm/yyyy	Student's Signature	Date Signed dd/mm/yyyy

PART 2: PERFORMANCE EVALUATIONS

Mid-Appointment Performance Review (Optional): To assess the extent to which the duties and responsibilities remain appropriate, and to discuss progress toward meeting performance goals.

Supervisor's Comments/Recommendation (use continuation page, as needed):

Student's Comments (optional) (use continuation page, as needed):

Supervisor's Signature & Title	Date Signed dd/mm/yyyy	Student's Signature	Date Signed dd/mm/yyyy

FINAL PERFORMANCE APPRAISAL

Supervisor/Rating Official: Place an "X" in the appropriate column.

<p>Outstanding: Performance significantly exceeds expectations and is notably exceptional. This rating signifies extraordinary accomplishment of the assigned work.</p> <p>Excellent: Work demonstrates superior performance that exceeds expectations for most assignments and is no less than successful in all assignments.</p> <p>Successful: Work fully meets expectations – performance is right on target for the average law student of that level of education.</p> <p>Unsatisfactory: Performance fails to meet expectations, is deficient in terms of quality, quantity, timeliness of work and/or manner of performance. Corrective action is needed to improve.</p>	Not Evaluated	Unsatisfactory	Successful	Excellent	Outstanding
<p>INITIATIVE AND INDUSTRY Degree to which student is a self-starter; capacity to put forth extra effort</p>					
<p>LEGAL RESEARCH Locates law, regulation, policy and precedents; identifies factual and legal issues.</p>					
<p>WRITING Presents thoughts in a well-organized, concise fashion with attention to style, spelling, grammar, punctuation, and legal citation.</p>					
<p>PRODUCTIVITY & THOROUGHNESS Amount of acceptable work completed; address all aspects of identifying issues and providing supporting authority.</p>					
<p>INTELLECTUAL & ANALYTICAL ABILITY Ability to readily understand needed background; conclusions reached flow from a logically developed thought process.</p>					
<p>JUDGMENT & CHARACTER Approaches work in a professional and mature manner; actions reflect integrity.</p>					
<p>RESPONSIBILITY & RESOURCEFULNESS Willingness to assume responsibility; ability to function independently; dependability and reliability.</p>					
<p>TIMELINESS & EFFICIENCY Meets deadlines and interim progress dates; works well alone and with others</p>					

SUPERVISOR’S COMMENTS (use continuation page, as needed): (Required for Unsatisfactory ratings; recommended for all ratings).

OVERALL PERFORMANCE RATING:

Unsatisfactory
 Successful
 Excellent
 Outstanding

STUDENT'S COMMENTS (use continuation page, as needed): (Optional)

EDUCATIONAL INSTITUTION COMMENTS: (Optional) (Enter "none," if not provided)
(Supervisor must provide educational institution a reasonable opportunity to respond.)

Supervisor's Signature & Title	Date Signed dd/mm/yyyy	Student's Signature	Date Signed dd/mm/yyyy

Student's signature indicates that the rating was issued and discussed with the rater. It does not constitute agreement with the assigned rating.