May 05,

Summer Associate:
Evaluator:

Summer Associate Project Evaluation Form

1. Project Evaluation

   Degree of Difficulty - How would you rate the degree of difficulty of the work required by the project:
   ○ Extremely difficult
   ○ Challenging
   ○ Average
   ○ Easy
   ○ Very Easy

   Timeliness - The project was finished:
   ○ Early
   ○ On time
   ○ Late, but with a good reason
   ○ Late, but without a good reason
   ○ Too late to be useful

   Have you met with the Summer Associate to give him/her oral feedback on the project:
   ○ Yes
   ○ No

   If your answer to the preceding question was no, when do you plan to meet with your Summer Associate to provide him/her with your feedback (please remember that timely feedback is critical to the success of the Summer Program)?

   Please provide a summary of the feedback that you gave your Summer Associate on this project:

   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

   Did you provide a redline or a mark-up of the initial work product to the Summer Associate showing your editing changes (If yes, please send a copy to: to include in the Summer Associate’s notebook)?
   ○ Yes  ○ No

2. Project Evaluation

   You should consider the following factors before evaluating both the project and the summer associate: (i) your familiarity with the work of other students who have been summer associates at the firm, (ii) the standards and expectations against which the summer associate will be evaluated if he or she becomes a full-time associate in the firm, (iii) the summer associate’s prior familiarity with the substantive areas of law or issues of law involved in the project, and (iv) the amount of time allowed to, and workload pressure faced by, the summer associate in working
on the project. Please evaluate the summer associate in the following categories (check box for each category), noting that ratings of "Excellent" and "Poor" are to be reserved for extraordinary circumstances:

<table>
<thead>
<tr>
<th>Category</th>
<th>Rating Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research</td>
<td>Excellent, Very good, Good, Fair, Poor, No basis</td>
</tr>
<tr>
<td>Analysis</td>
<td>Excellent, Very good, Good, Fair, Poor, No basis</td>
</tr>
<tr>
<td>Judgment</td>
<td>Excellent, Very good, Good, Fair, Poor, No basis</td>
</tr>
<tr>
<td>Writing</td>
<td>Excellent, Very good, Good, Fair, Poor, No basis</td>
</tr>
<tr>
<td>Creativity</td>
<td>Excellent, Very good, Good, Fair, Poor, No basis</td>
</tr>
<tr>
<td>Organization</td>
<td>Excellent, Very good, Good, Fair, Poor, No basis</td>
</tr>
<tr>
<td>Attention to Detail</td>
<td>Excellent, Very good, Good, Fair, Poor, No basis</td>
</tr>
<tr>
<td>Verbal Communication</td>
<td>Excellent, Very good, Good, Fair, Poor, No basis</td>
</tr>
<tr>
<td>Attitude</td>
<td>Excellent, Very good, Good, Fair, Poor, No basis</td>
</tr>
<tr>
<td>Overall Quality of Work</td>
<td>Excellent, Very good, Good, Fair, Poor, No basis</td>
</tr>
<tr>
<td>Additional Comments:</td>
<td></td>
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</tbody>
</table>

Please comment on specific aspects of the summer associate's writing skills (if applicable) that are particularly strong or need additional work (including but not limited to the summer associate's ability to organize written work product, ability to summarize issues and conclusions, proof reading skills, ability to develop and support legal arguments, and presentation of facts):
3. Overall Evaluation

If this summer associate joined the firm as an associate, would you want him/her to work with you on a full-time basis?

○ Yes  ○ No  ○ Uncertain

If this summer associate joined the firm as an associate, would you be comfortable with him/her interacting with the firm's clients?

○ Yes  ○ No  ○ Uncertain

Based on your evaluation of the summer associate's work on your project, and your evaluation of this summer associate in general, should we make him/her an offer to join us after graduation?

○ Yes  ○ No  ○ Uncertain

Why or why not?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

4. Additional Comments:

Please provide any additional comments which you believe would be important for the members of the Hiring & Professional Development Committee to know about the summer associate in making hiring determinations:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________