Student:
Agency:
Supervising Attorney:

Please comment with respect to the factors listed below where appropriate.

**Quantity** – Amount of work performed; completion of work on schedule.

______________________________________________________________________________________________________________________________________________________________

**Quality** – Accuracy; neatness; thoroughness; amount of revision necessary.

______________________________________________________________________________________________________________________________________________________________

**Work Habits** – Punctuality; attendance; observance of rules and regulations.

______________________________________________________________________________________________________________________________________________________________

**Personal Relations** – Getting along with fellow employees; meeting and handling the public; grooming.

______________________________________________________________________________________________________________________________________________________________

**Adaptability** – Performance in new situations or with minimum instructions; initiative (e.g., suggestions, constructive criticism.)

______________________________________________________________________________________________________________________________________________________________

**Progress** – Speed and thoroughness of learning; efforts at self-improvement.

______________________________________________________________________________________________________________________________________________________________
## Ability to Write Effectively

## Interviewing Ability (if applicable)

## Comments and Goals

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<thead>
<tr>
<th>Field Supervisor’s Signature</th>
<th>Position</th>
<th>Date</th>
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<tbody>
<tr>
<td>Student’s Signature</td>
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<td>Date</td>
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(Revised 9/30/13)

(412) 396-5287 fax