

## LEGAL DEPARTMENT FIELD SUPERVISOR'S EVALUATION OF INTERN

Thank you for accepting to host and supervise our student under our Internship Programme. Your evaluation of this student is very important to the success of the Programme. Please provide a candid and full assessment. If you are the Legal Department's Head and direct Intern's Supervisor please sign the spaces for Supervisor and Department Head at the end of the form. If you are the Principal please sign the Principal column. This form is to be returned to the intern in a sealed envelope under confidential cover addressed to the **DIRECTOR, LEGAL EDUCATION**.

<b>NAME OF LEGAL DEPARTMENT:</b>	
<b>ADDRESS OF LEGAL DEPARTMENT:</b>	
<b>NAME OF PRINCIPAL:</b>	
<b>NAME OF INTERN'S DIRECT SUPERVISOR:</b>	
<b>SURNAME OF INTERN:</b>	
<b>INTERN'S OTHER NAMES:</b>	
<b>CAMPUS OF INTERN:</b>	<b>DATE:</b>

**PERFORMANCE EVALUATION SCALE** - Please score the Intern using the following scale except where required to answer in any other manner.

- 1 = Poor** - Consistently fails to meet minimum expectations
- 2 = Fair** - Occasionally fails to meet minimum expectations
- 3 = Satisfactory** - Acceptable performance
- 4 = Good** - Performance meets expectations, competent
- 5 = Very Good** - Performance above expectations, competent, effective and strong
- 6 = Excellent** - Performance significantly above expectations, very competent, very effective and very strong

	<b>6</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
	Exce- llent	Very Good	Good	Satisfac- tory	Fair	Poor
<b>RESEARCH &amp; ANALYTICAL SKILLS</b> - (Is the Intern able to carry out an effective research? Is the intern able to use his/her knowledge of legal principles to analyze cases?)						
<b>WRITTEN WORK</b> – Did the Intern produce any written work (Yes or No) _____ If yes please describe the nature of the written work						
<b>WRITING SKILLS</b> - (Does the Intern use proper grammar and spelling? Is the Intern's writing well organized, concise, clear and simple?)						
<b>LEGAL KNOWLEDGE OF LEGAL SYSTEM</b> - (Did the Intern demonstrate adequate familiarity with basic concepts of applicable law and procedure, and an understanding of the Ghana legal system and the legal profession?)						
<b>PRESENTATION SKILLS</b> - (Is the Intern able to orally communicate effectively?)						
<b>ETHICS</b> - (Does the Intern recognize ethical problems as they arise? Is the Intern able to show that he/she can appropriately deal with ethical issues in given situations?)						

<b>PROFESSIONALISM</b> - (Did the Intern demonstrate maturity, good judgment and sensitivity in interactions with clients, lawyers and other staff?)						
<b>ATTITUDE AND WORK HABITS</b> - (Has the Intern's attendance, punctuality, work habits, and work attire been satisfactory?)						

<b>PLEASE PROVIDE</b> a percentage score over 100% of the intern's attendance at work.	
<b>PLEASE STATE</b> the dates the intern was absent from the placement	
<b>DIRECT CLIENT CONTACT</b> – Did the Intern have direct client contact (Yes or No) _____. If Yes please describe the nature of the contact (e.g. initial client interview, counseling, hearing preparation, interview for witness statement/affidavits, etc.)	
<b>GENERAL COMMENT ON THE INTERN</b> Is there any reason that this intern should not receive credit for the internship with your office? If Yes, please explain.	

**FIELD SUPERVISOR'S NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**LAW DEPARTMENT'S  
PRINCIPAL/ HEAD:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**LEGAL DEPARTMENT'S STAMP**