CONFIDENTIAL

OFFICE INTERVIEW EVALUATION

Applicant:
Area(s) of Interest: School:
Position:

I. Evaluation: How do you assess this candidate in the following categories:
(5 = Excellent; 4 = Above Average; 3 = Average; 2 = Below Average; 1 = Poor)
- Verbal Expression (articulate, logical, thoughtful, asks and answers questions effectively, etc.)
- Enthusiasm (eager, strong interests)
- Analytical Ability (if applicable)
- Personality (personable, ambitious, confident)
- Leadership Ability (vigorously, take charge)
- Poise (at ease, polished, professional)
- Maturity (well-adjusted, self-confidence, good judgment)
- Suitability to Firm (interest in Firm and its practice, committed to)

II. Overall Rating:
(5 = Excellent; 4 = Above Average; 3 = Average; 2 = Below Average; 1 = Poor)

III. Comments: (1) Strengths

(2) Weaknesses

IV. Recommendation: Please check one below:
5 = Extend an offer immediately - outstanding candidate
4 = Extend an offer - excellent candidate who clearly meets our standards
3 = Extend an offer - average candidate who meets our standards
2 = Qualified candidate, but I have reservations about extending an offer
1 = Do not extend an offer

Interviewer: ___________________ Date: ________________

PLEASE RETURN COMPLETED FORM ASAP TO
# INTERVIEW EVALUATION FORM

<table>
<thead>
<tr>
<th>Candidate’s Name</th>
<th>Position</th>
<th>Law School</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Penn</td>
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</tbody>
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## STRENGTHS

### EDUCATION/EXPERIENCE/KNOWLEDGE

*Strong Academic Record, Relevant Prior Experience*

### INTELLECTUAL

*Analytical, Articulate, Judgment, Good Listener*

### INTERPERSONAL

*Team player, Persuasive, Personable, Self-confident*

### MOTIVATION

*Ambitious, Enthusiastic, Initiative, Hard-working*

## LIMITATIONS

<table>
<thead>
<tr>
<th>Overall Evaluation <em>(Fit with the firm)</em></th>
<th>1 Exceptional</th>
<th>2 Strong</th>
<th>3 Acceptable</th>
<th>4 Not Recommended</th>
</tr>
</thead>
</table>

**Comments:**

## INTERVIEW RESULTS/DECISION

- **Recommendation to Hire**
  - □ Strong Yes
  - □ Yes
  - □ No
  - Candidate Interested in ____________________________

**Interviewer:** ____________________________

**Date:** ____________________________