

DUKE LAW

CAREER & PROFESSIONAL DEVELOPMENT CENTER

Sample Interview Evaluation Form

Intelligence

In terms of academic achievement, verbal expression, perception, analytic/conceptual ability, and judgment, how would you rate the candidate's ability?

Excellent Good Fair Poor

Comments:

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Intensity

In terms of motivation, drive to achieve, drive to influence and ownership mentality, how would you rate the candidate's ability?

Excellent Good Fair Poor

Comments:

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Commitment

In terms of career focus, client/service orientation, passion for the practice of law, work ethic, interest in the employer and city, how would you rate the candidate?

Very committed Committed Somewhat committed Not committed

Comments:

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Teamwork

How would you rate the candidate's ability to work with a team, including his/her interpersonal skill?

Excellent Good Fair Poor

Comments:

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Leadership

In terms of confidence, integrity, leadership and multi-tasking, how would you rate the candidate?

Excellent Good Fair Poor

Comments:

Ownership

Please describe the interviewee’s willingness and ability to take ownership of projects and his/her career path. Items to note:

Evidence of work experience:	Yes	No	N/A
Experience leading projects	Yes	No	N/A
Can describe initiating and following through on a project:	Yes	No	N/A
Overcame obstacles to succeed:	Yes	No	N/A
Enthusiastic/engaged when discussing roles he/she played:	Yes	No	N/A
Shows evidence of motivation to succeed (ambition, drive, goals):	Yes	No	N/A

Professional Excellence

Please describe the interviewee’s ability to commit the time and effort necessary to developing skills and abilities consistent with our expectations. Items to note:

Stellar academic performance:	Yes	No	N/A
Sought hands-on experience:	Yes	No	N/A
Ability to discuss practice interest(s) and reasoning:	Yes	No	N/A
Demonstrated intellectual curiosity:	Yes	No	N/A

Service & Teamwork

Please describe the interviewee’s interest in and potential for contributing to the profession, community and culture. Items to note:

Experience as a member of a team:	Yes	No	N/A
Experience leading a team:	Yes	No	N/A
Evidence of service-related work/volunteering:	Yes	No	N/A
Uses the word ‘we’ more than ‘I’ when discussing team projects:	Yes	No	N/A

Business Acumen & Client Development

Please describe the interviewee’s understanding of our business model and the need for lawyers to serve both internal and external clients. Items to note:

Shows understanding of law as a business:	Yes	No	N/A
Ability to build positive relationships:	Yes	No	N/A
Sells self naturally, effectively:	Yes	No	N/A