

DUQUESNE UNIVERSITY SCHOOL OF LAW  
Mid-Semester  
Student Extern Performance Evaluation

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**

---

---

---

*Field Supervisor's Signature*

*Position*

*Date*

---

*Student's Signature*

*Date*

(Revised 9/30/13)

(412) 396-5287 fax