

Student Performance Evaluation Questionnaire

Job Performance of: _____

Term: January to April, 2015

Date: _____

The purpose of this assessment is to provide constructive feedback that will assist the College of Law in determining whether the student has met the expectations of your organization and to provide feedback to the College of Law that can help in improving the experiential learning opportunity that your placement has provided.

For your information, the complete evaluation form will not be provided to the student, but is used for internal purposes.

Please complete the attached form by selecting the rating that best describes the student's performance on each item, as you have observed it. The evaluation scale has five (5) possible ratings:

- **5 Excellent:** Performance is consistently above acceptable performance levels
- **4 Good:** Performance is occasionally above acceptable performance levels and otherwise meets acceptable performance levels.
- **3 Satisfactory:** Performance consistently meets acceptable performance levels
- **2 Sometimes Unsatisfactory:** Performance is occasionally below acceptable performance levels but otherwise meets acceptable performance levels.
- **1 Unsatisfactory:** Performance is consistently below acceptable performance levels.

We welcome any comments that you may have that will provide additional detail on your reasons for choosing the rating.

If you do not feel that you have enough information to rate the student's performance on the item, please select **Unable to Rate**.

If you feel that the item is not relevant to the performance of the student, please select **Not Applicable**.

1. **Professionalism:** We are interested in whether the student was able to meet the professional expectations of your office.

	Rating: 1 - 5	Unable to Rate	N/A	Comments
Arrived at work when scheduled and on time				
Arrived at meetings when scheduled and on time				
Interacted effectively and professionally with supervisor(s)				
Interacted effectively and professionally with staff				
Dealt appropriately with confidential information				
Dealt appropriately with sensitive subject matter				
Consulted with supervisor(s) or staff as necessary				

Worked without supervision as necessary				
Set appropriate priorities for assigned tasks				
Used time effectively				
Demonstrated initiative as appropriate				
Effectively collaborated with other department members				
Met assigned work deadlines				

Please provide any additional comments that you may have on the level of professionalism expected of an employee in your office and that demonstrated by the student.

2. **Work Product:** We are interested in whether the quality and volume of work that was produced by the student met the expectations of your office.

	Rating (5 -1)	Unable to Rate	N/A	Comments
Completed an appropriate and acceptable volume of work				
Quality of the work product was appropriate and acceptable				
Effectively analyzed problems, identifying relevant legal, policy and/or procedural issues				
Effectively synthesized relevant law and/or information				
Written work demonstrated the use of clear language and appropriate sentence structure				
Effectively organized all written work in a				

logical and coherent manner				
Arrived at appropriate conclusions or recommendations				
Created work products that were usable without further revision				

Please provide any additional comments that you may have on the quality or quantity of work expected of an employee in your office and that demonstrated by the student.

3. Overall Experience

**a) Would you recommend this student as an articling student to other potential employers?
Why or why not?**

**b) If you were to participate in this student learning opportunity in the future:
Would you like more input into student selection?**

Would you change the timing of the placement (Fall or Winter)?

Would you want the student to spend more, less or the same number of hours on-location at your office?

Would you be willing to take on more than one student?

Would you want the student to spend more hours at your office?

Would you change the kind of work that expected from your student?

Would you increase or decrease the volume of work expected from your student?

Would you be willing to participate in a student placement in the future?

Please provide any additional comments that you would like to share about the student or that you feel would enhance the student placement experience.

If you wish to talk to me personally about the student performance or placement experience, please contact me, Heather Heavin, at 306 966-5880, or email me with any additional comments you may have.

THANK YOU FOR YOUR PARTICIPATION