CONFIDENTIAL INTERVIEW EVALUATION FORM

INTERVIEWER:

RECRUIT/SCHOOL:

INTERVIEWING FOR:  
- ASSOCIATE
- SUMMER ASSOCIATE
- STAFF ATTORNEY
- LITIGATION STAFF LAWYER
- FOREIGN LAWYER

Evaluation of Characteristics – Please complete this section using the following scale:

Interpersonal and communication skills  1 = Excellent
Analytical ability / critical reasoning  2 = Good
Leadership, ambition and energy  3 = Fair / Satisfactory
Presence and maturity  4 = Does not meet our standards
Interest in Firm / Office 

Comments  Please provide helpful explanations for the scores assigned above and note any other informative comments the candidate made that may be relevant to the hiring decision. Among other things, indicators of leadership skills, work habits and work ethic, collegiality and character that are identified should be noted. (This section is mandatory)

Overall Hiring Recommendation

- Excellent  Should definitely receive an offer.
- Good  Meets our standards for hiring and should be considered strongly.
- Fair/Satisfactory  Probably meets our standards, but am unenthusiastic about making an offer.
- Does not meet our standards. No offer should be made.

Would you be willing to staff this candidate on your matters?  Yes  No

If this candidate receives an offer, would you like to assist in follow-up efforts?  Yes  No
## Sample 2

### Interview Evaluation Form

#### DATE:

<table>
<thead>
<tr>
<th>A. Please answer all questions. Be as specific as possible.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>What are your views on this candidate’s:</strong></td>
</tr>
<tr>
<td>Intelligence?</td>
</tr>
<tr>
<td>Articulate/sness?</td>
</tr>
<tr>
<td>Motivation?</td>
</tr>
<tr>
<td>Maturity/Judgment?</td>
</tr>
<tr>
<td>Presentation/Polish?</td>
</tr>
<tr>
<td>Leadership skills or potential?</td>
</tr>
<tr>
<td>Lawyering skills or potential?</td>
</tr>
<tr>
<td>What did you particularly like about this candidate?</td>
</tr>
<tr>
<td>What raised concerns, questions, negative reactions?</td>
</tr>
<tr>
<td>How did this candidate compare with others you have seen?</td>
</tr>
<tr>
<td>Would you want to work with this person? Why/Why not?</td>
</tr>
<tr>
<td>How strong is this person’s interest in [ ] [Y]?</td>
</tr>
<tr>
<td>Is this candidate likely to accept an offer if one is given?</td>
</tr>
<tr>
<td>Other comments: (Use back if necessary)</td>
</tr>
</tbody>
</table>

#### B. Overall Evaluation of Candidate (circle one)

- MAKE OFFER
- DO NOT MAKE OFFER
- UNCERTAIN

- Please Return Immediately to

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Yale Law School Career Development Office  86
Sample 3

On-Campus Interview Evaluation Form

Applicant: ____________________________________________

Interviewer: __________________________________________

Office: _______________________________________________

Primary area of interest: _________________________________

Please evaluate the applicant on the following characteristics you observed during your interview:
Rating Scale: 1 = outstanding; 2 = very good; 3 = good; 4 = average; 5 = poor

Intellectual curiosity / Creativity / “Smarts” 1 2 3 4 5
Practical judgment / Common sense 1 2 3 4 5
Communication skills / Articulation 1 2 3 4 5

Comments: __________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Decision:___________________________________________________________

Invite for callback □
Marginal □
Do not invite □

Reaction at initial meeting Reaction on reflection

Recommended interviewers:
If applicant is invited back, suggestions for follow-up issues or questions:
# Sample 4

## 2012 OCI Evaluation Form

<table>
<thead>
<tr>
<th>Candidates Name</th>
<th>Law School / Class Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interview Date</td>
<td>Interviewer Name</td>
</tr>
<tr>
<td>Schedule (Office)</td>
<td>Department(s) of Interest</td>
</tr>
</tbody>
</table>

**Office(s) of Interest (rank, if more than 1):**
- BOS
- DC
- LA
- NY
- SD
- SF
- SV

## Qualities and Characteristics:

<table>
<thead>
<tr>
<th>Qualities and Characteristics</th>
<th>Exceptional</th>
<th>Strong</th>
<th>Average</th>
<th>Unacceptable</th>
<th>Didn’t Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Record</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prior Work Experience</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Effective Communication</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Team Orientation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Motivation / Ambition</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Judgment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest in Firm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments (describe strengths/weaknesses or any other helpful/relevant information):**

**Overall Rating:**
- [ ] Exceptional
- [ ] Strong
- [ ] Acceptable
- [ ] Unacceptable

**Recommend callback?:**
- [ ] YES
- [ ] NO

**Suggested future interviewers:**
Sample 5

2012-2013 Initial Interview Worksheet

Please complete this form legibly and in black ink.

Recruit Name: ______________________________ School: ______________________________ Class: ______________________________

Interviewer(s): ______________________________ Interview Date: ______________________________

Candidate for: ______________________________ Summer Clerkship ______________________________ Full-Time Associate ______________________________ Lateral

Grades: ______________________________________

Interest in and Los Angeles (and how strong): ________________________________________________

Interest in other firms/cities (and how strong): ______________________________________________

Areas of special interest in legal practice: ______________________________________________________

Previous Clerkships (indicate firm, city and whether offer received): ______________________________

Date Available/Planning to Clerk: ____________________________________________________________

Interviewer Comments (personality, intelligence, maturity, verbal ability, projection as a lawyer, other positives/negatives, special considerations, etc.): ____________________________________________

References (firms, law schools, etc.): ________________________________________________________

Invite to Office? ____________________________ Attorneys recruit should see: ____________________________

Transcripts and Writing Samples (to be requested of all recruits interviewed):

_____ Attached
_____ Requested – will be mailed to __________________
_____ Not requested

AFTER COMPLETION, ATTACH THIS FORM TO ORIGINALS OF RESUME AND TRANSCRIPT.
Sample 6
On-Campus Interview Comment Form

Student: ___________________________   Interviewer: ___________________________

Office Location(s) of Interest: ___________________________________________________

Connection to City of Interest: ___________________________________________________

Practice Group(s) of Interest: ___________________________________________________

Comments: ___________________________________________________________________

____________________________________________________________________________

Affinity Groups for which the student would be interested in receiving information:
☐ Asian/ Pacific Islander   ☐ Black/ African American   ☐ Latino / Hispanic   ☐ LGBT   ☐ Women

Candidate Evaluation: Did the candidate demonstrate the following skills?

<table>
<thead>
<tr>
<th>Meaningful Work Experience/Interests</th>
<th>Takes Initiative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exceptional</td>
<td>Strong</td>
</tr>
<tr>
<td>Exceptional</td>
<td>Strong</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Gets Involved</th>
<th>Builds Effective Work Relationships</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exceptional</td>
<td>Strong</td>
</tr>
<tr>
<td>Exceptional</td>
<td>Strong</td>
</tr>
</tbody>
</table>

Overall Evaluation/Fit with Firm (circle score):

<table>
<thead>
<tr>
<th>Exceptional</th>
<th>Strong</th>
<th>Adequate</th>
<th>Weak</th>
<th>Poor</th>
<th>No Basis</th>
</tr>
</thead>
</table>

Interview Recommendation:
☐ Invite for Flyback Interview   ☐ No Interest

Notes: ___________________________________________________________________

Suggested Attorneys to Meet in Office:
__________________________________________________________________________
__________________________________________________________________________
Sample 7

2013/2014 Flyback Evaluation

Admin View

OVERALL EVALUATION

Rank this student's potential to receive an offer after spending a summer with the firm.
- Highly Likely
- Likely
- Not Likely

Hiring recommendation for Summer Associate Program:
- Summer Associate Offer
- No Offer

What did you learn about this student that is not on his/her resume?

| characters |

| max 7000 |

SKILLS ASSESSMENT

Meaningful Work Experience/Interests
- Exceptional
- Strong
- Adequate
- Weak
- Poor
- No Basis

Takes Initiative
- Exceptional
- Strong
- Adequate
- Weak
- Poor
- No Basis

Gets Involved
- Exceptional
- Strong
- Adequate
- Weak
- Poor
- No Basis

Builds Effective Work Relationships
- Exceptional
- Strong
- Adequate
- Weak
- Poor
- No Basis

Please comment on this student's skills that you rated above.