

# Seton Hall University School of Law Externship Program

## Placement Supervisor Evaluation Form

### FORM INSTRUCTIONS

1. Insert information into fillable fields.
2. Print form using the "Print Form" button located in the top right corner of this form.
3. Sign the form.
4. Submit printed form in person or by mail to the address provided.
5. Keep a copy for your records.

Mailing Address:

Office of Career Services  
Seton Hall University School of Law  
One Newark Center  
Newark, NJ 07102

NAME OF EXTERN:

NAME OF PLACEMENT:

VERIFICATION OF HOURS WORKED: Please check box

☐ The above student has worked a minimum of 400 hours during his/her Externship

Please rate each extern's performance in the following areas by circling a number ranging from 1 ("lowest") to 3 ("highest"). You may attach additional sheets to this evaluation if needed.

#### PROFESSIONALISM

Lowest

Highest

Reliability/Responsibility

☐ 1

☐ 2

☐ 3

Self-Motivated/Self-Initiative

☐ 1

☐ 2

☐ 3

Cooperative/Responsiveness

☐ 1

☐ 2

☐ 3

Effort/Enthusiasm

☐ 1

☐ 2

☐ 3

#### LAWYERING SKILLS

Research

☐ 1

☐ 2

☐ 3

Writing Skills

☐ 1

☐ 2

☐ 3

Oral Communication

☐ 1

☐ 2

☐ 3

Able to work Independently

☐ 1

☐ 2

☐ 3

Work Habits/Timeliness

☐ 1

☐ 2

☐ 3

Comments:

NAME OF SUPERVISOR:

SUPERVISOR'S SIGNATURE: \_\_\_\_\_