



**COUNCIL OF LEGAL EDUCATION
NORMAN MANLEY LAW SCHOOL**

IN-SERVICE TRAINING EVALUATION REPORT

NAME OF STUDENT :

OFFICE OF TRAINING :

PERIOD OF TRAINING :

	A	B	C	D
1. <u>Attendance</u>				
2. <u>Punctuality</u>				
3. <u>Professional Responsibility</u> Responsible attitudes and attention to work and appreciation of ethical considerations and professional standards.				
4. <u>Problem Solving</u> Identifying relevant issues in matters requiring solution and applying law and facts to satisfy the best interest of the client.				
5. <u>Competence in Legal Writing</u> Ability to set down clearly, effectively and cogently, in writing, facts or law relevant to a given situation.				
6. <u>Legal Analysis</u> Ability to critically examine law and facts of a given situation and to reach a reasoned conclusion supported by legal principles and precedents.				
7. <u>Management Skills</u> Ability to use time and resources methodically for production of a satisfactory amount and quality of work.				

Evaluation Criteria: A=Excellent; B=Good; C=Fair; D=Unsatisfactory
(Please complete the reverse side)

MATTERS DEALT WITH

Written opinions, Advice – (nature of matters)

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Courts Attended – (nature of matters)

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Non-Contentious Matters Dealt with – (nature of matters; nature of work done on them)

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Any other Information

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ATTORNEY(S)-AT-LAW

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DATE

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ATTORNEY NUMBER