

INTERVIEW EVALUATION FORM

JD-ES-321 Rev. 5-16

STATE OF CONNECTICUT

JUDICIAL BRANCH

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**Instructions**

1. Ask the intern candidate the questions in Section I., and document his or her responses along with your comments.
2. Detach Section IV. Writing Sample, on page 5, and have the intern candidate complete and return that page.
3. Complete Section II. Overall Recommendation and reattach the intern candidate's writing sample to this form.
4. Complete Section III. Additional Criteria and/or Skills, if applicable.

Interview Date	Intern Name
School	Interviewer

I. Criteria**1. General Strength/Interest**

Exceptional	Acceptable	Needs More Training or Experience	Not Acceptable	Not Relevant for this Position
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Question: Describe a job or educational assignment that you enjoyed, and please explain what skills were necessary to perform it.

Comments:

2. General Weakness/Ability to Recognize it

Exceptional	Acceptable	Needs More Training or Experience	Not Acceptable	Not Relevant for this Position
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Question: Describe the most difficult job or assignment that you have had, and please explain what made it so difficult for you.

Comments:

Interview Date	Intern Name
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3. Communication Style

Exceptional	Acceptable	Needs More Training or Experience	Not Acceptable	Not Relevant for this Position
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Question: Is your stronger form of communication oral or written? Why?

Comments:

4. Teamwork

Exceptional	Acceptable	Needs More Training or Experience	Not Acceptable	Not Relevant for this Position
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Question: Please describe a time you had to work with a difficult person. What was the difficulty and how did you resolve your differences in order to accomplish your goal?

Comments:

5. Interpersonal Skills

Exceptional	Acceptable	Needs More Training or Experience	Not Acceptable	Not Relevant for this Position
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Question: Have you had experience working with people of diverse backgrounds? Please describe some of your experience.

Comments:

Interview Date	Intern Name
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6. Skills

Exceptional	Acceptable	Needs More Training or Experience	Not Acceptable	Not Relevant for this Position
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Question: What skills do you have that would be an asset to your internship placement / Workplace Host?

Comments:

7. Internship Expectation

Exceptional	Acceptable	Needs More Training or Experience	Not Acceptable	Not Relevant for this Position
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Question: What would your ideal internship placement entail?

Comments:

8. Dealing with Adversity

Exceptional	Acceptable	Needs More Training or Experience	Not Acceptable	Not Relevant for this Position
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Question: Describe how you would react if a perpetrator of a crime committed against someone close to you entered the workplace requiring your assistance for court services?

Comments:

II. Overall Recommendation

Highly Recommended	Recommended	Not Recommended
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reason(s): (if not recommended):

Signature of Interviewer

III. Additional Criteria and/or Skills that require consideration for this position

IV. Writing Sample

Please write your response to the following question in the space provided below:

What do you expect to gain from this internship placement?

ADA Notice

The Judicial Branch of the State of Connecticut complies with the Americans with Disabilities Act (ADA). If you need a reasonable accommodation in accordance with the ADA, contact a court clerk or an ADA contact person listed at www.jud.ct.gov/ADA.