

**Tennessee Legislative Internship Program  
Intern Appraisal Questionnaire**

\_\_\_\_\_  
Name of College or University

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Name of Faculty Appraiser

\_\_\_\_\_  
Position of Faculty Appraiser

\_\_\_\_\_  
Date

Please answer all of the questions and respond to all of the items to the best of your ability, based upon your knowledge of the applicant. If you are unable to respond to any item, please mark it "unable to judge".

I. Circumstances upon which the appraisal is based.

1. How well acquainted is the appraiser with the applicant?

2. How long has the appraiser known the applicant?

II. Personal Characteristics of the Applicant

Excellent=1, Above Average=2, Average=3, Below Average=4, Poor=5

Not Able to Judge=6

Punctuality and Dependability	1	2	3	4	5	6
Personality	1	2	3	4	5	6
Oral and written articulation	1	2	3	4	5	6
Ability and willingness to take direction	1	2	3	4	5	6
Initiative	1	2	3	4	5	6
Ability to adjust to changed circumstances	1	2	3	4	5	6
Character	1	2	3	4	5	6
Responsibility	1	2	3	4	5	6
Intellectual capacity	1	2	3	4	5	6
Interpersonal communications ability	1	2	3	4	5	6

Comments:

III. Background and Motivation

1. Courses that the appraiser has taught the applicant including grades earned.
2. Suitability of an internship for the applicant's educational and career goals

IV. Ability to Function as a Legislative Intern

1. Ability to understand instructions:
2. Reliability in carrying out assignments:
3. Degree or level of imagination in meeting assignments:
4. Analytical skills:

V. Comparison and Ranking

Rank applicant among recent undergraduates you have known equally well  
(check one)

Upper 10

Upper 25

Upper 50

Below 50

Other (please explain)

VI. Strengths and weaknesses of the applicant

Strengths:

Weaknesses:

VII. Additional Comments:

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Please return this appraisal questionnaire to the faculty representative at your institution by the deadline listed below in order to help this applicant qualify for consideration as an Intern in the Tennessee Legislative Internship Program.

The official faculty representative at your institution is:

Ebony Dawkins -Meeks, JD email: [endawkns@memphis.edu](mailto:endawkns@memphis.edu) office: 438 Clement Hall

The deadline to submit to the faculty representative is: October 12, 2018. All files must be emailed to [endawkns@memphis.edu](mailto:endawkns@memphis.edu) by 5:00 PM on October 12, 2018. All files must be in .pdf form.