



**CHECK ALL THAT APPLY:**

- completion of pre-requisite courses: *Windsor/Cr - Ev & CrimPro (pref); Windsor/Fam - Ev, CivPro and Fam; Chatham - Ev, Fam, CivPro, CrimPro; Newmarket- Ev & CivPro; Halton- either CrimPro or Fam.*
- excellent writing and research skills
- priority to students who hasn't participated in experiential learning opportunities
- demonstrated interest in litigation & specialty area of the Court

Cover Letter & Resume	Excellent	Satisfactory	Unsatisfactory
Format & Grammar	Documents are presented professionally	Documents are presented professionally, some inconsistencies with formatting, spelling, etc.	Document appears unprofessional, with inconsistent formatting, spelling, etc.
Content and Information	Contains thorough and correct information about the program/position	Contains correct information	There is missing information
Interest <b>In the Court's area</b>	Interest in the position is clear and enthusiastic	There is some interest in the position	A lack of enthusiasm for the position is conveyed
Experience	Student has substantial relevant experience	There is some relevant experience	There is no relevant experience listed
Skills/Competencies	Demonstrated relevant skills and willingness to learn	Few relevant skills, but an enthusiasm to learn new skills is conveyed	Few to no relevant skills, lack of enthusiasm for learning new skills

Interview	Excellent	Satisfactory	Unsatisfactory
Critical self-awareness, self-reflection	Demonstrates self-awareness, self-analysis including strengths and weaknesses	Demonstrates some self-awareness and self-analysis, may be surface level	Does not demonstrate self-awareness
Willingness to improve upon existing skills and to learn new ones	Very willing	Somewhat willing	Unwilling
Demonstrated interest in litigation	Interest in the position is clear and enthusiastic about the specific area	There is some interest in the position	A lack of enthusiasm for the position is conveyed
Demonstrates understanding of court, role of clerk/ intern, program	Researched position, understands court, role of clerk, program – has relevant questions	Some research, some lack of understanding of the position and no awareness, does not ask relevant questions to clarify lack of knowledge	No research, unprepared, does not understand role, does not ask questions to clarify lack of knowledge