

Moot Court Evaluation Rating Sheet

Name of Employee Being Evaluated:

Section:

Review Date:

The goal of court testimony is to communicate the truth in a manner that is understandable and believable. All of the following categories must be satisfactory for an overall satisfactory rating.

Category	Unsatisfactory*	Satisfactory	Comments
Truthful			
Technically Accurate			
Understandable			
Believable			
Evidence Handling			

(Gaining admission of exhibits through proper use of labeling, chain of custody, transmittal, lab notes, reports, etc.)

***Unsatisfactory rating requires written comments.**

Constructive Feedback (for the benefit of the employee)

	1	2	3	4	5	Comments
Personal Impressions						
Voice (volume, tone, fluency, non-verbal)						
Eye Contact						
Posture						
Facial Expressions						
Dress						
Gestures						
Etiquette						
Testimony						
Confident (forceful, direct)						
Responsive to questions						
Thoughtful (speed of response, limited to area of expertise)						
Clear and concise						
Control (answers only clear-cut questions, asks for clarification, anticipated problems, does not volunteer)						
Preparation and Organization						
Evidence Handling						
Qualifying Questions						
Visual Aids						
Overall Rating						

1 = Improvement Needed

5= No Improvement Needed

Employee Review:

Supervisor:

Technical Leader Review:

Quality Manager Review: