

CANDIDATE ASSESSMENT BRIEF

Assessment Date: [To be scheduled]

Position: Senior Legal Counsel - Commercial Contracts

ASSESSMENT OBJECTIVE

You are being evaluated on your ability to: 1. **Identify cross-document connections** and inconsistencies 2. **Recognize contract breaches** and their legal implications 3. **Assess financial impact** of breaches and disputes 4. **Provide actionable legal recommendations** based on contract terms 5. **Structure reasoning** and communicate clearly

CASE SCENARIO

A service company (TechSupply Solutions) has entered into a service agreement with your client (Innovate Digital Services) for supply and installation of enterprise servers. A dispute has arisen, and you need to provide a legal assessment.

Your client is Innovate Digital Services.

YOUR TASK

You have been provided with 4 documents:

1. **Contract_Agreement.md** - The original Service Agreement signed by both parties
2. **Email_Correspondence.md** - Email exchanges between the CTO and the service provider
3. **Financial_Delivery_Records.md** - Invoices, delivery manifests, and payment records

Please analyze these documents and provide:

SECTION A: DOCUMENT LINKING (30 minutes expected)

- Identify all cross-references between documents (dates, model numbers, amounts, clauses)
- Create a timeline of events from contract signing to the current dispute
- Map which contract clauses are relevant to each disputed issue

SECTION B: LEGAL ISSUES IDENTIFICATION (30 minutes expected)

- Identify all material breaches (if any)
- Distinguish between contractual obligations vs. actual performance
- Assess whether force majeure clause applies to any delays
- Evaluate the model substitution issue legally

SECTION C: FINANCIAL ANALYSIS (20 minutes expected)

- Calculate the total financial impact on the client
- Assess the adequacy of the 10% discount offered
- Review payment obligations and delivery penalties
- Identify cost recovery options

SECTION D: RECOMMENDATIONS & CONCLUSION (30 minutes expected)

Write a **formal legal memo** to your client (Innovate Digital Services) that includes:

Format: Standard legal memo structure: - To: [Client] - From: [Your Name] - Date: [Today's Date] - RE: Legal Assessment - TechSupply Solutions Agreement

Content to include: 1. **Executive Summary** (2-3 sentences) 2. **Facts** (timeline of events) 3. **Legal Issues** (questions that need answers) 4. **Analysis** (application of contract terms to facts) 5. **Conclusion** (are there breaches?) 6. **Recommendations** (what should the client do?) - Risk assessment of each option - Likely outcomes - Recommended course of action

ASSESSMENT CRITERIA

You will be evaluated on:

Criteria	Weight
Accuracy in identifying document connections	20%
Completeness of issue identification	20%
Quality of legal analysis and reasoning	25%
Practical recommendations and risk assessment	20%
Communication clarity and structure	15%

IMPORTANT NOTES

- **Assume** the Technical_Comparison_Report mentioned in emails has not been provided yet
 - **Assume** you have 2 hours total to complete the analysis
 - **Provide citations** to specific contract clauses and document dates in your memo
 - **Flag any ambiguities** where additional information would be helpful
 - **Be specific** in recommendations (e.g., “terminate” vs “proceed” vs “negotiate”)
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SCORING RUBRIC (For Interviewer Use)

Exceptional (90-100)

- Identifies ALL document connections including subtle ones
- Recognizes both obvious and nuanced legal issues
- Applies contract terms correctly to facts
- Provides strategic recommendations with risk analysis
- Clear, professional legal writing

Strong (75-89)

- Identifies most key document connections
- Recognizes major legal issues
- Correctly applies contract terms
- Provides reasonable recommendations
- Good professional communication

Adequate (60-74)

- Identifies primary document connections
- Recognizes main legal issues
- Basic contract analysis
- Provides surface-level recommendations
- Adequate professional writing

Below Standard (Below 60)

- Misses key document connections
 - Incomplete issue identification
 - Weak legal analysis
 - Generic or impractical recommendations
 - Poor communication quality
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HOW TO DELIVER THESE DOCUMENTS TO CANDIDATE

1. **Convert the three markdown files to PDF:**
 - Contract_Agreement.md → Contract_Agreement.pdf
 - Email_Correspondence.md → Email_Correspondence.pdf
 - Financial_Delivery_Records.md → Financial_Delivery_Records.pdf
 2. **Provide the Assessment Brief:**
 - Print this document or share digitally as Candidate_Assessment_Brief.pdf
 3. **Interview Process:**
 - Distribute all 4 PDFs at the start of the interview
 - Allow 2 hours for candidate to work through the assessment
 - Candidate submits legal memo and analysis
 - You can then conduct follow-up discussion on their recommendations
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INTERVIEW FOLLOW-UP QUESTIONS (Optional)

After reviewing the candidate's memo, you may ask:

1. "Walk us through your reasoning on whether this constitutes a material breach."
 2. "If you were advising them to terminate, what are the financial implications?"
 3. "How would you have drafted the model specification clause differently?"
 4. "What additional information would strengthen your recommendations?"
 5. "How would you approach negotiations at the Level 2 escalation stage?"
 6. "What is your assessment of the vendor's argument regarding performance equivalence?"
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Assessment Created: January 26, 2026

Purpose: Senior Legal Counsel Interview - Contract Dispute Analysis