

MENTOR EVALUATION TEMPLATE

Rating Key

5

Outstanding

4

Very Good

3

Good

2

Needs Improvement

1

Unsatisfactory

Mentor Evaluations

Read over the following items and make sure you keep them in mind while completing your evaluation.

1. Within each question, please consider:

- What is going well with the mentor position?
- What are some challenges you are having in the position?

2. Quantity of Communication:

- Is the mentor sending at least 7 emails per week or more in an effort to keep each researcher on track?

3. Quality of Engagement:

- What tactics is your mentor using in order keep each researcher engaged or to re-engage them?
- Send project ideas
- Give deadlines
- Provide a weekly plan
- Give a progress report
- Provide feedback
- Offer suggestions

4. Attitude:

- Has the mentor built a positive relationship with each researcher?
- Is the mentor willing to accept constructive feedback from their Project Manager and able to make necessary changes?

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Guidelines for Evaluation

Mentor Performance Meeting

Project Managers are required to establish a meeting with the evaluated Mentors to discuss their performance. This meeting should focus on accomplishments as well as areas identified for improvement. Upon completion of the meeting, Mentors will have the opportunity for comments to be posted to the evaluation. Comments must be posted within 24 hours of the evaluation meeting.

Upon completion of the meeting, Mentor evaluations will be submitted to the Director for review.

Plan for Improvement

All Mentors are required to be evaluated a minimum of once every six months. If the Mentor performance evaluation is deemed unsatisfactory then the Project Manager is required to complete a follow up performance review within three calendar weeks. If identified areas of concern have not been addressed after the second evaluation, then the Project Manager will make a recommendation to the Director indicating that they would like to exercise one of the following options.

Option 1: Request that the mentor be given an additional 14 days to significantly improve. All communications will be monitored daily for the duration of 14 days. That individual must come into the lab for additional training.

Option 2: Request that the mentor be terminated from their current position.

*Please note that a Project Manager may not request more than one extension for a mentor during an evaluation cycle.

Failure to Maintain Improvements

If a mentor improves during the 14 day period yet does not maintain the status deemed necessary by the Project Manager and Director a meeting will be held to determine the next step.

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Mentor: Nada Saab

1. Quality of Work: Consider the quality of work produced and the promptness with which is it complete.

__5__ <u>X</u> __4__ __3__ __2__ __1__
Comments: Nada does a good job as mentor with her quality of work.

2. Productivity: Consider the ability to produce quantity of accepted work which meets school standards.

__5__ __4__ __X__3__ __2__ __1__
Comments: Nada has the ability to produce the quantity of work needed.

3. Reliability and Dependability: Consider the amount of supervision required and job performance regarding timely completion and follow up.

__5__ __X__4__ __3__ __2__ __1__
Comments: Nada does well with minimal supervision.

4. Attendance: Consider Overall Attendance Records and punctuality.

__5__ <u>X</u> __4__ __3__ __2__ __1__
Comments: Nada does a good job with her punctuality with submitting her work.

5. Creativity: Consider the ability to offer suggestions and propose new and creative ideas and solutions to working situations.

__5__ <u>X</u> __4__ __3__ __2__ __1__
Comments: Nada has proposed several ideas that would help grow the program.

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6. Initiative: Consider the extent to which new work assignments and additional duties are sought out when necessary.

__5__	__4__	_X_3	__2__	__1__
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Initiative: Subcategory 1: Supplement researchers with additional resources.

__5__	_X_4	__3__	__2__	__1__
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Initiative: Subcategory 2: Encourage researchers to contribute to communities in the learning environment.

__5__	__4__	__X_3	__2__	__1__
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Initiative: Subcategory 3: Contribute to the on-line research drop area on a weekly basis.

__5__	__4__	__3__	__2__	__1__
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Comments: Nada offers additional projects to her researchers to help them towards graduation.

7. Working Relationships: Consider the ability to offer suggestions and propose new and creative ideas and solutions to working situations.

__5__	_X_4	__3__	__2__	__1__
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Working Relationships: Subcategory 1: Attitude.

_X_5	__4__	__3__	__2__	__1__
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Comments: Overall, Nada has been a great asset to WCHS with her ability to look forward towards adding programs to WCHS. She also has a great attitude when in the learning community.
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8. Adherence to Policies: Follows policies and procedures regarding safety, security, harassment-free environment and others.

X_5 ___4 ___3 ___2 ___1
Comments: Nada follows all policies and procedures adequately.

9. Overall Performance Rating:

___5 ___X_4___3 ___2 ___1

Project Manager Comments on Overall Performance Evaluation:

Comments: Overall, Nada does a good job as a mentor with WCHS. She brings an added benefit to the program being bilingual.
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Mentor's Next Step

Comments: I would like to see Nada working with her researchers with filemaker to help them understand how to successfully select projects. Make sure to hold all researchers accountable to uphold the minimum standards that they agreed to when beginning this program.
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Mentor Comments

Comments:

Specific steps Mentor must take to improve performance within specified time period.

Comments:
