

MENTOR EVALUATION

Name: _____

Date: _____

Instructions: Rate each of the Criteria listed on a scale of 1-5. Then add the ratings to find a total score.

* Rating Rubric		
1	Poor	Little or no knowledge or preparation. Poor execution of skills.
2	Fair	Barely passable. Lacked preparation / fell short in execution.
3	Good	Demonstrated understanding of basic skill or knowledge.
4	Very Good	Clearly prepared. Demonstrated the required skills/knowledge well.
5	Outstanding	Demonstrated mastery of the category. Went above and beyond requirements.

CATEGORY	CRITERIA	RATING* (1-5)
Workshop Preparation	• Articulates the definition and value of D2P well	
	• Demonstrates familiarity with D2P content	
	• Exhibits understanding of team's Policy Brief topic	
Facilitation	• Presents professional appearance and demeanor	
	• Knows D2P content; does not just read slides	
	• Uses tools effectively (PowerPoints; Flipcharts; etc.)	
	• Speaks loudly and clearly	
	• Listens without interrupting participants	
	• Engages learners; encourages participation	
	• Addresses unproductive behavior when needed	
	• Models openness and patience	
Mentoring	• Establishes and maintains contact with Mentees	
	• Effectively leads team(s) through 10 steps to Developing a Policy Brief	
	• Shows enthusiasm; motivates participants	
	• Responds promptly to Mentee questions/concerns	
	• Effectively draws on expertise of other mentors	
	• Provides constructive feedback	
	• Shares knowledge and skills so others can understand	
	• Supports autonomy; avoids taking over the project	
Total Score	Add all individual scores to calculate total score. (Max. 95)	

Comments: