

MENTOR REVIEW

MEMBER NAME: _____

Date: _____

JOB PERFORMANCE Score _____ % _____	Exceeds Expectations in All Areas	Exceeds Expectations in Some Areas	Meets Expectations	Below Expectations	Unsatisfactory
Exhibits ability to learn and take direction					
Requires minimal supervision					
Dependability - able to take tasks to completion					
Evaluate how much acceptable work is done					
COMMUNICATION Score _____ % _____	Exceeds Expectations in All Areas	Exceeds Expectations in Some Areas	Meets Expectations	Below Expectations	Unsatisfactory
Communicates with all members of team					
Asks for help when needed					
Ability to listen					
TIME MANAGEMENT Score _____ % _____	Exceeds Expectations in All Areas	Exceeds Expectations in Some Areas	Meets Expectations	Below Expectations	Unsatisfactory
Punctuality					
Reliability - absenteeism					
Keeps commitment and communicates changes					
PERSONAL SKILLS Score _____ % _____	Exceeds Expectations in All Areas	Exceeds Expectations in Some Areas	Meets Expectations	Below Expectations	Unsatisfactory
Personal appearance in workplace					
Establishes relationships with other members					
Works cooperatively in group situations					
Has a positive attitude					

Strengths

Weaknesses

MENTOR: _____ Feedback Date: _____

TOTAL SCORE: _____ % _____