

**OFFICE OF THE EXECUTIVE SECRETARY
SUPREME COURT OF VIRGINIA**

**INSTRUCTIONS FOR COMPLETING
THE *MENTEE EVALUATION* FORM (ADR-1001)**

I. INSTRUCTIONS FOR MENTEES

- 1) **Save and submit** all evaluations (regardless of the nature of the feedback) with the application for certification. An evaluation form must be completed for each co-mediation that will be counted for certification purposes. An evaluation form is not necessary, however, if the case will not count for certification purposes.
- 2) **Complete** “Section IV: Mentee Feedback” of the *Mentee Evaluation* form upon receipt from the Mentor. The mentee should reflect on the case and the mentoring experience: Was the pre- and post- mediation de-briefing helpful? Does your self-evaluation differ from the Mentor’s assessment of your mediation skills?
- 3) The mentee can choose to share “Section IV: Mentee Feedback” with the Mentor but is not obligated to do so.
- 4) An evaluation form should not be completed if the case is not a complete case. A complete case consists of one or more mediation sessions that included enough stages of the mediation process to allow the mentee to demonstrate competence in mediation skills.

II. INSTRUCTIONS FOR MENTORS

- 1) **Complete** the *Mentee Evaluation* form and return it to the mentee **within ten days** from the date of the last co-mediation session for the case.
- 2) **Describe** the case in Section I of the *Mentee Evaluation* form, noting both the nature of the case and the major issues involved (e.g., multi-party, presence of counsel, custody/visitation/support, truancy, General/JDR/Circuit: Civil or Family). Additional information should be included if the case was complex or difficult.
- 3) **Rate** the mentee’s skills in Section II of the *Mentee Evaluation* form using the rating scale. A rating of “1 - Unacceptable” or “2 - Needs Improvement” requires further explanation in Section III of the form.
- 4) **Provide** an overall assessment of the mentee’s performance in Section III of the *Mentee Evaluation* form. The Mentor should consider the mentee’s acquisition of basic mediation skills to date: Does the mentee understand the mediation process? Does the mentee need additional co-mediators or training? Is the mentee prepared to mediate independently?
- 5) **Suggest** verbally (during the post-mediation de-briefing) and in writing (on the form) that the mentee take additional co-mediators or training, if necessary, to improve mediator skill level.
- 6) **Provide** additional feedback upon request of the Dispute Resolution Services’ office.