

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

TRAINEE EVALUATION FORM

Please use black ink so this document will be legible when scanned.

(Trainers, please do not complete this Form unless the Trainee has attended the entire course.)

1. Name of Trainee _____
2. Name of Trainer _____ Certification Number _____
3. Name of Training Course _____
4. Date(s) of Training _____ 5. Length of Training _____

Basic or Family Mediation Training (Please circle which training)

6. How many times did the trainee serve as a mediator? _____

Based on your observation, do you believe that the trainee:

7. Has grasped the basic concepts of mediation? Yes _____ No _____
8. Demonstrates an understanding of:
- a. the role of the mediator and the stages of mediation? Yes _____ No _____
 - b. the skills necessary for good mediation practice? Yes _____ No _____
 - c. the ethical standards that apply to certified mediators? Yes _____ No _____
9. Is the trainee ready to continue with the mentorship process? Yes _____ No _____

Orientation to Virginia's Judicial System Training

10. Based on your observation, do you believe the trainee demonstrates an understanding of how mediation can be an alternative to litigation in the judicial process and the basic structure of Virginia's judicial system? Yes _____ No _____

Screening for and Dealing with Domestic Abuse in the Mediation Context Training

11. Based on your observation, do you believe the trainee demonstrates an understanding of:
- a. how to screen cases for domestic abuse? Yes _____ No _____
 - b. how to decide whether to mediate if abuse is disclosed? Yes _____ No _____
 - c. safety precautions to use during mediation? Yes _____ No _____
 - d. how to terminate mediation when it is inappropriate? Yes _____ No _____
12. How many times did the trainee serve as a screener / mediator? _____

Support Matters in Virginia's Family Courts Training

13. Based on your observation, do you believe the trainee demonstrates an understanding of how to mediate issues that involve child support and / or spousal support? Yes _____ No _____

14. How many child support worksheets did the trainee complete? _____

15. How many written support agreements did the trainee complete? _____

Certified Observation Training

16. Did the trainee received sufficient opportunities to observe mediations and serve in the role of mediator so that they may proceed with co-mediations? Yes _____ No _____

Circuit Court-Civil or Circuit Court-Family Training (Please circle which training)

17. Based on your observation, do you believe the trainee demonstrates an understanding of the advanced substantive and skills information presented? Yes _____ No _____

Mentoring Others Training

18. Based on your observation, do you believe the trainee demonstrates an understanding of mentor responsibilities? Yes _____ No _____

Trainers Of All Certified Courses Please Answer:

19. If you answered "No" to any of the course specific questions, please explain why and what course of action you would recommend: _____

20. Did the trainee successfully complete this course? Yes _____ No _____

SIGNATURE OF TRAINER _____ **DATE** _____