

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

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

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**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.