

Mentee Assessment Form

Candidate Name: _____

Providing Instruction & Explanation

**1: Plan
what to
say before
you speak**

**2: Gain their
attention
before you
start**

**3: Keep
the
message
simple**

**4: Invite
questions and
check for
understanding**

Positives:

- Gain Attention ☐
- Clear Voice ☐
- H&S Check ☐
- Introduction ☐
- Question U/S ☐
- Demo ☐
- Second Demo ☐
- Question K.P. ☐
- Allow Practice ☐
- Alter Position ☐
- Specific Praise ☐
- Fault I.D. ☐
- Fault Correct ☐
- Progression ☐
- Feedback, check U/S ☐

Attainment Targets

Providing Demonstrations

**1: Position
so all can
see and hear**

**2: Focus
attention on
1-2 key points**

**3: Repeat
appropriate demo
more than once**

**4: Invite questions
and check for
understanding**

Positives:

- Gain Attention ☐
- Clear Voice ☐
- H&S Check ☐
- Introduction ☐
- Question U/S ☐
- Demo ☐
- Second Demo ☐
- Question K.P. ☐
- Allow Practice ☐
- Alter Position ☐
- Specific Praise ☐
- Fault I.D. ☐
- Fault Correct ☐
- Progression ☐
- Feedback, check U/S ☐

Attainment Targets



Key factors in Observation and Analysis

1: Focus on each key factor one at a time

2: Observe action several times from different positions

3: Compare observation with correct template to find matches and mismatches

4: Determine action: build on strengths, correct errors, do nothing

Positives:		Attainment Targets
Gain Attention ☐ Clear Voice ☐ H&S Check ☐ Introduction ☐ Question U/S ☐ Demo ☐ Second Demo ☐ Question K.P. ☐ Allow Practice ☐ Alter Position ☐ Specific Praise ☐ Fault I.D. ☐ Fault Correct ☐ Progression ☐ Feedback, check U/S ☐		

Providing Feedback

1: Ask questions to generate self-feedback

2: Limit information to 1-2 key points

3: Give specific simple information

4: Keep it positive

Positives:		Attainment Targets
Gain Attention ☐ Clear Voice ☐ H&S Check ☐ Introduction ☐ Question U/S ☐ Demo ☐ Second Demo ☐ Question K.P. ☐ Allow Practice ☐ Alter Position ☐ Specific Praise ☐ Fault I.D. ☐ Fault Correct ☐ Progression ☐ Feedback, check U/S ☐		

“FAIL TO PLAN, PLAN TO FAIL”



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