**Employee Mentee Evaluation Form**

**General Information**

* **Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Mentor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Performance Table**

| **Evaluation Areas** | **Outstanding** | **Good** | **Fair** | **Needs Improvement** | **Mentor Comments** |
| --- | --- | --- | --- | --- | --- |
| **Job Knowledge** | **[ ]** | **[ ]** | **[ ]** | **[ ]** |  |
| **Initiative** | **[ ]** | **[ ]** | **[ ]** | **[ ]** |  |
| **Leadership Skills** | **[ ]** | **[ ]** | **[ ]** | **[ ]** |  |
| **Work Ethics** | **[ ]** | **[ ]** | **[ ]** | **[ ]** |  |
| **Communication** | **[ ]** | **[ ]** | **[ ]** | **[ ]** |  |

**Mentor Suggestions**

* **Opportunities for Training: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Improvement Areas: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Acknowledgment**

* **I agree with this evaluation.**
* **Mentor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Mentee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**