

# 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: \_\_\_\_\_