



Performance feedback form for the mentor

Practice reveals that the first six months since hiring are the most critical and the highest frictions happen during the first month in the company. Tutor/mentor programmes are useful as they connect the company staff with the newcomer. The tutor/mentor may be selected among both non-refugee or refugee colleagues.

The role of the tutor/mentor is to help the newcomer navigate his/her new workplace, by building a confidence relationship. Periodical interviews with the tutor are necessary to monitor his/her acclimation to the context organization and culture, as well to measure his/her performance and attitudes. During the interviews a Performance Feedback Form is a useful tool for the above goal. The form should be created ad hoc by each company, taking into account its specific context and organization. The here-attached form is just an example to be adapted according to one's specific needs. It is advisable that the form is filled by the mentor during the interview and is shared with the interviewee allowing him/her to express his/her comments, so as to engage him/her in the process. The tutor, not being his/her chief, can play a neutral role during the evaluation. Interviews and feedback form are a good tool to measure improvements and deviations, detect possible critical situations and conflicts and manage them accordingly as soon as possible.

It is suggested that in the first two months the interviews are very close (at least every two weeks); with time they may be less frequent.

Date of Appraisal				Name of evaluator		
Employee Information						
Name				Job position		
Department				Name of Chief		
Date of hiring				Time period spent at current job		
Performance						
Evaluation factors	Achievement level				Previous evaluation	
	1 = Needs improvement Poor (ND = need guidance)	2 = Achieve standards Good (B = beginner)	3 = Exceeds standards Very good (I = intermediate)	4 = Exceeds standards Excellent (E = expert)	NG = Needs Guidance B = Beginner I = Intermediate E = Expert	
Quality of work						
Shows good work knowledge of job assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Organizes and performs work in a timely, professional manner (meets deadlines)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Is punctual at work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Feedback details						
Language & communication skills						
Listening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Conversation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Feedback details						
Digital skills						
Uses tools and softwares requested by job assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Feedback details						
Social skills						
Accepts work assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Accepts changes in assignments (also when not related to his/her job position)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Asks for further explanation if the assignment is not clear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Has good relations with colleagues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Has good relations with chiefs and supervisors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Feedback details						
Team working						
Works in team without frictions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Gives contribution to the group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Feedback details						
Work habits						
Dresses appropriately for work (well groomed, clean, neat)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Respects rules and procedures of the company (acceptance of corporate culture)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Maintains neat and orderly workstation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Feedback details						
Motivation, dependability and initiative						
Achieves goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Performs duties with little or no supervision (also under pressure)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Requests assistance from peers/managers when required to ensure the achievement of goals and meeting deadlines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Feedback details						
Health and safety at work						
Knows the health and safety company rules and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Respects health and safety procedures (uses protective tools and clothing)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Feedback details						
.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Feedback details						
Strongest points						
Areas of improvement - goal for the future						
Employee's comments						

This performance feedback has been shared with me and I understand that I may include my comments if desired.

Employee signature

Date



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