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| **Mentee & Mediator Information** |
| Mentor Mediator Name |  | Mentee Mediator Name |  |
| Mediation File No. |  | Date of Mediation |  |
| **Type of Mediation** |
|  | Core |  | Domestic |  | Parent-Adolescent  |  | General Civil  |  | Juvenile Dependency |  |  |
|   |
|  | Co-Mediation (actual case) |  | Role-play Simulation |
| **Demonstration of Mediation Skills, Knowledge, and Understanding** |
| **KEY:*** **Unsuccessful:** trainee showed no evidence of the skill or ability
* **Needs Improvement:** trainee showed some skill or ability but was not used consistently
* **Satisfactory:** skill or ability was evident and used consistently and appropriately
* **Unable to Determine:** mentor doesn’t know, was unable to determine, or the skill or ability was not applicable
 |
| **Opening Statement** | **Unsuccessful** | **Needs Improvement** | **Satisfactory** | **Unable to Determine or Not Applicable** |
| Welcome/Introductions  |   |  |  |  |
| Described the mediation process |  |  |  |  |
| Described mediator role |  |  |  |  |
| Described participant role |  |  |  |  |
| Explained confidentiality & limits |  |  |  |  |
| Set ground rules |  |  |  |  |
| Encouraged Legal advice/review |  |  |  |  |
| Explained Caucus |  |  |  |  |
| Explained rules re: Notes and recording |  |  |  |  |
| Described Agreement writing |  |  |  |  |
| Invited Questions |  |  |  |  |
| Comments:  |
| **Mediation Skills** | **Unsuccessful** | **Needs Improvement** | **Satisfactory** | **Unable to Determine or Not Applicable** |
| Built rapport with the parties |   |  |  |  |
| Helped parties identify issues |  |  |  |  |
| Developed an agenda  |  |  |  |  |
| Attempted to help parties understand each other's positions and interests  |  |  |  |  |
| Used specific active listening techniques during the mediation |  |  |  |  |
| Focused on concerns of parties |  |  |  |  |
| Maintained confidentiality of caucus & individual meetings |  |  |  |  |
| Raised & helped parties evaluate potential settlement options  |  |  |  |  |
| Avoided taking sides |  |  |  |  |
| Kept the mediation focused on the issues |  |  |  |  |
| Helped parties express and manage strong emotions |  |  |  |  |
| Attempted to develop trust between the parties |  |  |  |  |
| **Mediation Skills (cont.)** | **Unsuccessful** | **Needs Improvement** | **Satisfactory** | **Unable to Determine or Not Applicable** |
| Balanced power as needed so parties could negotiate as equals |  |  |  |  |
| Assisted the parties to feel safe during the mediation |  |  |  |  |
| Worked to help parties reach a clear & fair agreement |  |  |  |  |
| Wrote a comprehensive, well-organized & clear summary of the parties’ agreement |  |  |  |  |
| Comments:  |
| **Co-Mediation (*skip for role-plays or simulations*)** | **Unsuccessful** | **Needs Improvement** | **Satisfactory** | **Unable to Determine or Not Applicable** |
| Checked-in with mentor mediator throughout the mediation |  |  |  |  |
| Worked on building a rapport with mentor mediator |  |  |  |  |
| Demonstrated efforts to collaborate |  |  |  |  |
| Open to sharing notes and paperwork |  |  |  |  |
| Comments: |
| **Overall Comments** |
| What strengths does this trainee bring to the mediation process? |
| What challenges does this trainee face in the mediation process? |
| **Verification**  |
| **I recommend this candidate be approved as a mediator.** |  | YES |  | NO |
| **IF CANDIDATE IS *NOT* BEING RECOMMENDED FOR APPROVAL:** The following steps are recommended for the candidate to increase skills or knowledge (e.g. additional training, skill development, additional co-mediations or simulations, coaching, attend to specific problem areas): |
| **Mentor Mediator** | (print) | **Date** |  |
| (sign) |
| **Mentee** | (print) | **Date** |  |
| (sign) |