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**Mentee Performance Evaluation Form**

**Prince of Songkla University**

Mentee’s name……………………………………………………………………… Mentor’s name…………………………………………………………………..

Department…………………………………………Faculty…………………………………………….Date of Evaluation………………………………………

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| **Criteria** | **4 - Excellent** | **3 - Good** | **2 - Average** | **1 - Poor** |
| **Effort/Time**  What kind of effort and time did the mentee invest in his/her job? | Invested extra time and effort  🞎 | Invested sufficient time and effort  🞎 | Invested some time and effort  🞎 | Invested minimal time or effort  🞎 |
| **Planning/Exploration**  How thoroughly did the mentee plan and explore possible methods to teaching? | Demonstrated extensive planning and exploration of methods of teaching.  🞎 | Demonstrated satisfactory planning and exploration of methods of teaching.  🞎 | Demonstrated some planning and exploration of ways to teaching.  🞎 | Demonstrated little or no planning or exploration of ways to teaching.  🞎 |
| **Problem Solving**  Did the mentee solve problems as they occurred and demonstrate sound judgment in asking for guidance when needed? | Showed exceptional problem solving ability, demonstrated sound judgment in asking for guidance, and may have shown resourcefulness in seeking help from additional sources.  🞎 | Showed satisfactory problem solving ability and demonstrated sound judgment in asking for guidance.  🞎 | Showed some problem solving ability and at times may have demonstrated sound judgment in asking for guidance  🞎 | Showed little or no problem solving ability and poor judgment in asking for guidance when needed.  🞎 |
| **Use of Sources/Materials**  How well was the mentee able to utilize sources and materials? | Not only efficiently, legally and ethically utilized sources and materials, but also demonstrated resourcefulness and ingenuity.  🞎 | Efficiently, legally and ethically utilized sources and materials to teaching in a satisfactory manner.  🞎 | Utilized sources and materials somewhat efficiently, legally and ethically  🞎 | Did not utilize sources and materials efficiently, legally and ethically  🞎 |

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| **Criteria** | **4 - Excellent** | **3 - Good** | | **2 - Average** | **1 - Poor** | |
| **Creativity and Enthusiasm**  What kind of creativity and enthusiasm did the mentee display? | Exceptionally enthusiastic and creative.  🞎 | | Enthusiastic and creative.  🞎 | Somewhat enthusiastic and creative  🞎 | | Not enthusiastic or creative.  🞎 |
| **Professional Behavior**  Did the Mentee conduct himself in a manner consistent with best business practices? | Always courteous, responsible, punctual, honest, and accepted full accountability for his/her actions.  🞎 | | Courteous, responsible, punctual, honest, and accepted accountability for his/her actions.  🞎 | Usually courteous, responsible, punctual, honest, and accepted accountability for his actions  🞎 | | Not courteous, responsible, punctual, honest, and did not accept accountability for his actions.  🞎 |

**Total score……………………….………………………………**

Mentor’s Signature…………………………………………………………….