|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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) | | | | | | | | | | | | | | | |