

<i>HR Staffing Group</i>	Mentor Development Feedback Tool	<i>To be completed by the student</i>
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Student's Name: Mentors's Name:	Z No:	Group:	Student Program: HS UGS GRA	Date:
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This form is designed to provide program administrators valuable information regarding your LANL educational experience. Students are encouraged to provide honest and constructive feedback regarding their mentor. It is recommended students and mentors meet together regularly and provide feedback to each other. This feedback form is intended for student use only. All information provided will be kept confidential.

There are two parts to this process: Part I: Competencies/Contribution; Part II Questions/Comments.

Part 1. Competencies/Contribution

The purpose of Laboratory student programs is to provide quality educational employment programs for students who want to work at the Laboratory while attending a university (OR High School). This development feedback tool is designed to help programs administrators understand the strengths and areas for development for mentors. This information will be reviewed and studied by evaluators to assist in the design of the programs at LANL.

Instructions:

Compare the definitions and their behavior statements in the chart below against your observations of the mentor's capability in each area by using the following scale: 1 – 4

“4” means the mentor exceeds your expectations

“1” identifies areas in which you recommend mentor growth and development

To aid evaluators in understanding your feedback, please write specific comments in the column indicated and in the questions/comments section at the end, concentrating on the mentor's strengths and any areas where change or improvement would make a significant enhancement to his/her professional contribution as a mentor.

Definition	What to Consider When Assessing Your Experience & Expectations	Assess Value (1 - 4)	Comments (Identify a strength & an area for improvement)
<p><u>Contribution</u> Value of the assignment to the student's career growth</p>	<p>Mentor provides/provided:</p> <ul style="list-style-type: none"> • Opportunity to learn • Meaningful work related to my academic goals • Realistic educational workplan • A challenging work assignment • Guidance and coaching • Laboratory and computer capabilities made available to me • Necessary materials required to do the work described in my workplan 	<p>(Place one score in each area)</p> <p>_____</p> <p>_____</p>	<div style="border: 1px solid black; height: 150px; width: 100%;"></div>

Definition	What to Consider When Assessing Your Experience & Expectations	Assess Value (1-4)	Comments (identify a strength & area for improvement)
<p><u>Safe Work Practices</u> Commitment to safety in daily operations</p>	<p>My Mentor provides/provided:</p> <ul style="list-style-type: none"> • A safe work environment for me • Role modeling of safety in the workplace • Expertise in identifying & evaluating hazards associated with my work assignment • Me the opportunity to voice concerns on safety issues • Me the time & opportunity to take the necessary or required safety training 	_____	
<p><u>Interpersonal</u> Mentor’s effectiveness in work relationship with student, co-workers, and team</p>	<p>My Mentor</p> <ul style="list-style-type: none"> • Consistency • Respect • Fair and realistic expectations • Effective communication skills • trustworthiness 	_____	
<p><u>Mentor’s Interactions</u> Mentor’s effectiveness in actively engaging in the professional and educational development of the student</p>	<p>My Mentor:</p> <ul style="list-style-type: none"> • Treats me as a team member • Listens to my ideas and acts appropriately on them • Provides frequent and appropriate meetings with me • Provides timely feedback on strengths and areas for improvement • Treats our conversations with confidentiality • Is an effective listener • Demonstrates positive role modeling/coaching skills • Was prepared for my arrival to work 	_____	

Definition	What to Consider When Assessing Your Experience & Expectations	Assess Value (1-4)	Comments (Identify a strength & an area for improvement)
<p><u>Professional Standards</u> Mentor's ability to follow Laboratory procedures/policies and contribution to the professional development of the student</p>	<p>My Mentor:</p> <ul style="list-style-type: none"> • Demonstrates a professional work ethic • Demonstrates constant attention to safety • Is an example of high professional and moral character • Made every effort to include me in professional development activities (ie. conferences, colloquia, group meetings, poster session, training courses, student tours/activities, etc.) • Is very interested in my academic achievements & professional career goals • Demonstrated an effective working knowledge of LANL policies & procedures 	<p>_____</p> <p>_____</p>	<div style="border: 1px solid black; height: 150px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>

Part 2. Questions/Comments

**All responses will be kept confidential. Your comments are useful in the evaluation of the overall experience in the LANL Student Programs

1. What makes your mentor effective?

2. What could your mentor do to improve his or her effectiveness?

Student Name:

Z No:

Date:

3. How did your student experience this summer contribute to your professional growth?

3a. What types of professional growth opportunities did you have this summer/this year? (ie. conferences, colloquia, presentations, poster session, reporting, training, career management, etc....)

4. When did you and your mentor discuss your educational workplan? _____

- **Was the workplan modified to reflect any NEW expectations or changes in your assignment? Please comment:**

- **Did you and your mentor discuss expectations? Please comment:**

Student Name:	Z No:	Date:
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5. Which expectations, if any were not met by:

- **LANL:**

- **Your mentor:**

6. Please comment on your overall experience as a student at LANL:

**I discussed this feedback tool with my mentor YES or NO
(it is not required)**