

# Co-Mediator Evaluation Form

To assess the skills and abilities of VACO co-mediators, the lead mediator is requested to complete this form and share appropriate feedback with the co-mediator at the conclusion of the mediation session.

Please return this form to the VACO ADR Coordinator at 1575 I Street, NW, 10<sup>th</sup> Floor, Washington, DC 20005 or 202-501-2885 (fax).

Date of mediation: \_\_\_\_\_

Name of Lead Mediator: \_\_\_\_\_

Name of Co-Mediator: \_\_\_\_\_

Did the Lead and Co-Mediator spend time preparing in advance of the mediation session?  Yes  No

If so, approximately how much time was spent? \_\_\_\_\_

How long did the mediation session last? \_\_\_\_\_

Which co-mediation case is this for the mentee?  1  2  3  4  5  6  7

For each category below, please rate the Co-Mediator's level of skill and provide comments.

1 = Needs Improvement; 2 = Satisfactory; 3 = Excellent

A. Introduction

- a. Provided welcome and opening comments
- b. Explained mediation process
- c. Explained confidentiality
- d. Clarified role of participants
- e. Established ground rules
- f. Appeared sensitive to parties physical and emotional comfort

1  2  3

Comments:

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- B. Information Sharing
  - a. Engaged the parties
  - b. Understood the issues
  - c. Accurately and briefly summarized information
  - d. Balanced time and focus between parties

1  2  3

Comments:

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- C. Issue Clarification
  - a. Asked appropriate questions
  - b. Reframed statements and issues
  - c. Identified interests
  - d. Identified common ground

1  2  3

Comments:

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- D. Generation of Options
  - a. Organized and prioritized issues
  - b. Focused on present and future needs instead of positions
  - c. Elicited options and explored possibilities
  - d. Overcame impasse, resistance, or difficult agendas
  - e. Demonstrated appropriate use of caucus

1  2  3

Comments:

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E. Closure

- a. Facilitated negotiations
- b. Assisted parties with reality testing
- c. Assisted parties in developing a fair and balanced agreement
- d. Drafted clear and detailed agreement
- e. Discussed options for non-compliance and resolving future conflict

1  2  3

Comments:

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F. Personal and Professional Qualities

- a. Developed rapport with the parties, created positive environment
- b. Confident and effective in managing communication and emotion
- c. Maintained neutrality and avoided giving advice
- d. Respected differences of opinion
- e. Provided appropriate information

1  2  3

Comments:

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G. Communication Skills

- a. Demonstrated appropriate gestures and eye contact
- b. Demonstrated appropriate use of voice, tone, volume, and clarity
- c. Demonstrated appropriate verbal content and timing
- d. Demonstrated good listening skills
- e. Displayed flexibility and used creative strategies

1  2  3

Comments:

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Have you co-mediated with the mentee before?  Yes  No

If yes, what improvements have you noted? \_\_\_\_\_

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What additional training/development, if any, would you recommend for the mentee?

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