



MEDIATION PROCESS ASSESSMENT - MEDIATOR/NEUTRAL

CASE NUMBER	CHECK APPROPRIATE BOX WHICH BEST IDENTIFIES YOUR ROLE IN THE PROCESS <input type="checkbox"/> VA CERTIFIED MEDIATOR <input type="checkbox"/> VA NON-CERTIFIED MEDIATOR <input type="checkbox"/> OTHER (<i>Explain</i>)
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MEDIATION OVERVIEW AND ASSESSMENT OF THE PROCESS

ITEM	QUESTION	YES	NO
1	I explained the mediation process and roles to both parties.	<input type="checkbox"/>	<input type="checkbox"/>
2	I was adequately notified of the logistics (<i>directions, equipment, parties, issues</i>).	<input type="checkbox"/>	<input type="checkbox"/>
3	The mediation environment (<i>room temperature, seating, etc.</i>) was comfortable.	<input type="checkbox"/>	<input type="checkbox"/>
4	The Agreement to Mediate form was available for the mediation session.	<input type="checkbox"/>	<input type="checkbox"/>
5	The settlement agreement language (<i>with age addendum, if applicable</i>) was available.	<input type="checkbox"/>	<input type="checkbox"/>
6	Potential subject matter experts were standing by during the mediation.	<input type="checkbox"/>	<input type="checkbox"/>
7	Respondent had appropriate authority or access to someone with higher authority.	<input type="checkbox"/>	<input type="checkbox"/>

QUESTIONS 8 through 11 ONLY APPLY TO CO/MENTEE MEDIATORS

8	The Lead/Mentor Mediator contacted me prior to the day of the mediation session.	<input type="checkbox"/>	<input type="checkbox"/>
9	The Lead/Mentor Mediator spent time with me to discuss the mediation plan.	<input type="checkbox"/>	<input type="checkbox"/>
10	The Lead/Mentor Mediator provided follow up feedback after the mediation session.	<input type="checkbox"/>	<input type="checkbox"/>
11	I learned more about mediation from working with the Lead/Mentor Mediator.	<input type="checkbox"/>	<input type="checkbox"/>

DATE OF FIRST MEDIATION SESSION	TOTAL NUMBER OF HOURS MEDIATION SESSION LASTED	DATE MEDIATION PROCESS CONCLUDED	WAS RESOLUTION REACHED <input type="checkbox"/> YES <input type="checkbox"/> NO	NON-MONETARY TERMS (<i>Describe</i>)		
LUMP SUM \$	BACKPAY \$	ATTORNEY'S FEES \$	COMPENSATORY DAMAGES \$	AWARD \$	ANNUAL LEAVE (<i>Hours</i>)	SICK LEAVE (<i>Hours</i>)

OTHER (*Describe*)

COMMENTS