

Student Name: _____	Year: 2010
Mentor: _____	Division: _____

Technical/Functional Performance Expectations

Project/Task	Expected Outcome	Partner	Mentor Remarks
1.	Identifiable name or title of the project or task you are assigning to the student	Successful outcome of the Project/Task	Name(s) of co-workers who will work with the student on this project/task Assessment of student's performance on this project/task
2.	Example: Ajax Phleghminator Unit	Complete accurate schematic drawing of Ajax Phleghminator Unit	Bill J. Tony T. Completed on time, but with little input from student. Seemed afraid to make a suggestion even when asked.
3.			
4.			
5.			

Core Performance Expectations

Area	Expectation	Mentor Remarks
1.	Safety Understands and applies JLab's rules and policies for safety, health, and environmental protection and actively integrates them into job.	
2.	Teamwork & Respect Values the individuality and diversity of people, both internal and external to JLab, and demonstrates this by treating people with fairness, courtesy and dignity. Works well with others as demonstrated by adhering to team commitments, effectively communicating with team members, and displaying cooperation.	
3.	Communication Provides information people need to know to do their jobs; is timely with information; asks questions to gain understanding and responds appropriately; can present information clearly both orally and in writing	
4.	Accountability Takes responsibility for tasks delegated to him/her. Retains responsibility for tasks and follows through to completion. Willing to stand up and be counted for decisions he/she has made or in which he/she has participated.	
5.	Service Focus Dedicated to meeting the expectations and requirements of internal staff and external stakeholders; establishes effective relationships with them.	

Overall Rating: _____

Scale

Outstanding Surpassed expectations; superior team member; contributed much more than anticipated and took full advantage of all learning opportunities. Bring back at first opportunity.

Satisfactory Achieved expectations; solid team member; made measureable contributions and used learning opportunities well. Consider bringing back.

Needs Improvement Achieved some expectations; ineffective team member; contributions and learning could have been greater. Do not bring back.

Mentor Summary & Comments:

Student Professional Development: (List specific education, training, experience student should follow up on to advance his professional development)

Mentor's Signature _____

Date delivered to student: _____

After Action Report

Assessment of entire experience and Mentor Program:

Lessons Learned:

Received in Human Resources by: _____ Date: _____