



Instructor Mentorship Evaluation Form

Class Date: _____ Location: _____ District: _____

Lead/Mentor Instructor: _____ Course/Unit: _____ Attendance: _____

Instructor Candidate: _____ Telephone: _____ FAX: _____

Preparation for Lesson Assignment

Average Superior

1	2	3	4	5	6	7	8	9	10

Dynamics of Presentation

Average Superior

1	2	3	4	5	6	7	8	9	10

Classroom Control, maintain Student's interest

Average Superior

1	2	3	4	5	6	7	8	9	10

Ability to handle off topic questions

Average Superior

1	2	3	4	5	6	7	8	9	10

Demonstrated knowledge beyond curriculum

Average Superior

1	2	3	4	5	6	7	8	9	10

Ability to relate to group

Average Superior

1	2	3	4	5	6	7	8	9	10

Personal presentation skills

Average Superior

1	2	3	4	5	6	7	8	9	10

Questioning Techniques, handling questions

Average Superior

1	2	3	4	5	6	7	8	9	10

Technical presentation skills

Average Superior

1	2	3	4	5	6	7	8	9	10

Met learning objectives

Average Superior

1	2	3	4	5	6	7	8	9	10

Prop Usage

Average Superior

1	2	3	4	5	6	7	8	9	10

Time Management

Average Superior

1	2	3	4	5	6	7	8	9	10

Strengths

Weaknesses

Suggestions for Improvement:

Candidate Status

1 2 3 4 5 6 7 8 9 10

Mentor/Lead Instructor

Instructor Candidate

Regional Manager

Using Mentorship Evaluation Form Guidelines:

Candidates must be at least enrolled in the IQW process, the Home Study completed and sent to I-CAR prior to becoming eligible for the Mentorship Program.

Candidates are not eligible for compensation from the I-CAR class paperwork until they complete the IQW Workshop and technical training through the ITP program. The Candidate should not list their name on the class paperwork.

Lead/Mentorship Instructors should complete the Instructor Mentorship Evaluation Form for each Candidate as they are teaching the class. This evaluation should be shared with the Instructor Candidate after the class. In many cases it may be more appropriate to discuss the evaluation after the class date to allow for adequate time and private conversation.

It also may be helpful to have the Candidate self-evaluate themselves prior to the discussion to examine where they feel their instructional quality is as well. It is important that the discussion follow reasonably soon after the class date, so ideas and incidents are still fresh in everyone's minds.

Scoring Point Values:

1 - 2	Performance unacceptable - below I-CAR standard
3 - 4	Performance marginal - needing improvement
5 - 6	Performance average - acceptable I-CAR standard
7 - 8	Performance above average - I-CAR Certified performance level
9 - 10	Performance superior - superior Certified Instructor

It is the responsibility of the mentoring Instructor to maintain the overall quality of the I-CAR class. If the twelve area total score is less than 70 or if any single area scores less than 5, the Candidate should be informed their presentation must be improved for their next evaluation to continue in the mentoring program.

The purpose of this process is not to eliminate Candidates from becoming Instructors, but to accurately relate the quality level expected and to assist the Candidate to that level through accurate and constructive evaluation and support.

The original copy of the evaluation should be given to the Instructor Candidate. Copies of the evaluation should be sent to the Regional/National Manager and to I-CAR which will be forwarded to the Instructor Training Department. A copy should be kept by the Lead/Mentor Instructor.

In the future Instructor related documents will be available at the I-CAR web site: www.I-CAR.com