

# Mentor Appraisal & Development Guide

All personal information provided is CONFIDENTIAL to Access4u.

<b>Mentor Name:</b>			
<b>Date:</b>		<b>Interview Time:</b>	
<b>Location:</b>			

## WELCOME AND OVERVIEW

### Open meeting by providing an overview of the process:

- Introduce self – who am I, what is my role etc.
- Explain the Appraisal and Development process.
- Inform employee that you will be taking notes; and
- Advise that the conversation is confidential and that their feedback will be used to improve and influence the organisation.

## APPRAISAL & DEVELOPMENT FORM

### 1. Discuss main section of the form (quality support, values, WHS, development)

**2. Are there any areas that you feel you do well? If so, why?**

**3. Are there any areas of your role that you feel you need to improve? If so why? How can Access4u support you to improve?**

**4. Have you identified any development opportunities that you would like to explore? If so, what can you do to achieve, and secondly, what can Access4u do to support you?**

## **BACKGROUND**

**5. How long have you worked at Access4u?**

**6. How many people do you support?**

**7. How many hours do you approximately work per fortnight?**

## QUESTIONS

**1. What has your experience been with Access4u – both as a Mentor/Support Worker but of the organisation more broadly?**

**2. What challenges do you face in your role?**

**3. What success have you had in your role?**

**4. Who is your manager?**

**5. Do you receive enough support and supervision from your manager?**

**6. What does A4U do well?**

**7. What does A4U need to improve/develop?**

## Wrap Up

**1. Any other questions or comments?**

**Thank employee for their time, honesty and feedback**

**Inform the employee that they can reach out to any of the managers for support.**