

# Supervisor and Mentor Evaluation Form

To be filled out after completion of Pre-Core activities and submitted the first day of Core.

CW Specialist: Last Name

First Name

Report Date:

County Assigned:

Check appropriate boxes in the rating areas shown below. Since this form will assist you in preparing your evaluation of the trainee, be as objective as possible. If you wish to elaborate further on a particular rating, identify the item under comments and make your written evaluations.

**Legend: NI – Needs Improvement / MS – Meets Standards / NA – No Application**  
**See Legends for PMP Score Guide**

## 1) PRESENTATION

|  |    |    |    |
|--|----|----|----|
| Timeliness to appointments                       | NI | MS | NA |
| Demonstrates proper court etiquette              | NI | MS | NA |
| Demonstrates appropriate confidentiality         | NI | MS | NA |
| Posture when interacting with client families    | NI | MS | NA |
| Posture when interacting with community partners | NI | MS | NA |
| Adheres to office dress code                     | NI | MS | NA |
| Comments   |    |    |    |

## 2) TEAMWORK

|  |    |    |    |
|--|----|----|----|
| Works toward a common goal with clients                      | NI | MS | NA |
| Works toward a common goal with co-Child Welfare Specialists | NI | MS | NA |
| Works toward a common goal with community partners           | NI | MS | NA |
| Willingness to assume additional responsibility              | NI | MS | NA |
| Supports/respects his/her superiors                          | NI | MS | NA |
| Offers assistance to co-Child Welfare Specialists            | NI | MS | NA |
| Comments   |    |    |    |

### 3) INTEREST AND ATTITUDE

|  |    |    |    |
|--|----|----|----|
| Seeks help with problems                             | NI | MS | NA |
| Willingness to learn                                 | NI | MS | NA |
| Attitude toward constructive criticism               | NI | MS | NA |
| Accepts direction and discipline                     | NI | MS | NA |
| Attitude towards local standard operating procedures | NI | MS | NA |
| Attitude toward agency policy                        | NI | MS | NA |
| Shows pride in his/her work                          | NI | MS | NA |
| Contributes to good morale                           | NI | MS | NA |
| Confidence in himself/herself                        | NI | MS | NA |
| Comments   |    |    |    |

### 4) INTERACTIONS WITH CLIENTS AND FAMILIES

|  |    |    |    |
|--|----|----|----|
| Attitude toward client families                                    | NI | MS | NA |
| Ability to express themselves and communicate effectively          | NI | MS | NA |
| Engages in a non-judgmental/non-threatening way                    | NI | MS | NA |
| Utilizes tact and discretion                                       | NI | MS | NA |
| Aware of sequence of interviewing                                  | NI | MS | NA |
| Exercises self-control   | NI | MS | NA |
| Demonstrates respect   | NI | MS | NA |
| Interviews children in a non-leading manner and gains information  | NI | MS | NA |
| Interviews adults and gathers information in a professional manner | NI | MS | NA |
| Comments   |    |    |    |

### 5) INTERACTIONS WITH COMMUNITY PARTNERS

|   |    |    |    |
|---|----|----|----|
| Attitude toward community partners                | NI | MS | NA |
| Knowledge of resources available in the community | NI | MS | NA |
| Utilization of available resources                | NI | MS | NA |
| Communicates with community partners              | NI | MS | NA |
| Advocates for clients regarding needed services   | NI | MS | NA |
| Comments  |    |    |    |

