NITT ENGAGEMENT MENTOR

Name: _____

Department: **Northern Lights Institute of Trades & Technology (NITT)**

Evaluator: _____

Date Completed: _____

RATING SCALE

Outstanding
Outstanding is unusual. Genuine “outstanding” performance means performance that is all one can possibly expect in all phases of the work. “Outstanding” work performance means a degree of performance that can be achieved but rarely maintained.

Very Good
Very Good means that the employee meets requirements of his/her position satisfactorily throughout the rating period, and in addition consistently performs at a level above such requirements in many areas of his/her total work performance.

Satisfactory
Satisfactory means the performance of an employee who consistently meets the requirements of his/her position in a satisfactory manner throughout the rating period. By this standard he/she is a worker who has produced what can reasonably be expected of a fully competent person in the position.

Needs Improvement
Needs Improvement means the performance does not meet all requirements of the position, and hence falls below the average of the work group. A “Needs Improvement” rating indicates a positive need for a discussion between the employee and his/her supervisor regarding the shortcomings. A suggestion on how to improve must accompany this comment.

Not Applicable
Not Applicable means that the particular job characteristic is not an expectation for this employee as part of his/her regular duties at this time.

JOB-RELATED SKILLS

The Engagement Mentor is dedicated to facilitating the transition of students from high school to post-secondary training and the workplace, specifically supporting at-risk adult learners.

PERFORMANCE CRITERIA

• Student Transition & Mentorship: Successfully helps transition students to post-secondary opportunities and the workplace while acting as a dedicated mentor.	O	VG	S	NI	NA
• At-Risk Support: Provides sensitive coaching, guidance, and discussions to at-risk adult learners.	O	VG	S	NI	NA
• Life Skills Development: Effectively facilitates the development of life skills to sustain student enrollment and well-being.	O	VG	S	NI	NA
• Recruitment & Promotion: Demonstrates initiative in the outreach, recruitment, and promotion of N.I.T.T. programming.	O	VG	S	NI	NA
• Community Resource Connection: Proactively locates and connects students with community resources to support their success.	O	VG	S	NI	NA
• Operational & Administrative Acumen: Accurately manages student registration and supports the collection of tuition.	O	VG	S	NI	NA
• Student Safety: Maintains the health and safety of students within the program environment.	O	VG	S	NI	NA

PUBLIC RELATIONS

• Teamwork and Collaboration: Works cooperatively and effectively with N.I.T.T. staff and Division colleagues to achieve shared goals.	O	VG	S	NI	NA
• Community Engagement: Interacts positively with potential students, parents, and community partners to promote program engagement.	O	VG	S	NI	NA
• Professional Communication: Communicates clearly, concisely, and professionally, both verbally and in writing.	O	VG	S	NI	NA

PERSONAL QUALITIES/ATTRIBUTES

• Punctuality and Dependability.	O	VG	S	NI	NA
• Adaptability: Adjusts effectively to changing work assignments, student needs, and priorities.	O	VG	S	NI	NA
• Initiative: Demonstrates self-motivation and acts without constant supervision to complete tasks.	O	VG	S	NI	NA
• Confidentiality: Maintains and protects confidential information as required by the role.	O	VG	S	NI	NA
• Emotional Resilience: Demonstrates the resilience needed to support students through academic, personal, and career challenges.	O	VG	S	NI	NA

COMMENTS:

GROWTH PLAN (GOALS)

Areas of Strength:

Suggestions for Improvement:

Recommendations/Conclusions/Growth Plan:

I have read and received a copy of the evaluation.

Employee Signature	Date:
Evaluator Signature	Date: