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## ENGAGEMENT MENTOR

**Name:**

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**Department:**

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

**Evaluator:**

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**Date Completed:**

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### 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 |

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**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:**

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I have read and received a copy of the evaluation.

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Employee Signature

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Date:

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Evaluator Signature

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Date: