# **Mentor** **Advisory Committee** – Worksheet for Scoring

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(mentor name) (mentor employee #)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(scorer name) (score)

**START DATE**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Mentor Agreement** 5 points possible | | |
| Please sign and send the agreement to the GAEOP designated committee member of the Mentor Advisory Committee | Notes: | Points Awarded: |
| **Initial Contact** 10 points possible  (15 points for 6-month mentors) | | |
| As soon as possible – should be at least two hours and mentor should introduce self to principal | Notes: | Points Awarded: |
| **Week 1** 5 points possible | | |
| Phone call | Notes: | Points Awarded: |
| **Week 2** 5 points possible | | |
| Phone call | Notes: | Points Awarded: |
| **Week 3** 5 points possible | | |
| Phone call | Notes: | Points Awarded: |
| **Week 4** 5 points possible | | |
| Phone call | Notes: | Points Awarded: |
| **Month 2 – Month 12: Evidence must be provided for at least five of these contacts**  **(-2 points each for no documentation)**  **TRANSFER SECRETARY: Points DOUBLE in Months 2-6. Do not fill out Months 7-12.** | | |
| **Month 2** 5 points possible  (10 points for 6-month mentors) | | |
| Phone call, email, IM, in-person visit | Notes: | Points Awarded: |
| **Month 3** 5 points possible  (10 points for 6-month mentors) | | |
| Phone call, email, IM, in-person visit | Notes: | Points Awarded: |
| **Month 4** 5 points possible  (10 points for 6-month mentors) | | |
| Phone call, email, IM, in-person visit | Notes: | Points Awarded: |
| **Month 5** 5 points possible  (10 points for 6-month mentors) | | |
| Phone call, email, IM, in-person visit | Notes: | Points Awarded: |
| **Month 6** 5 points possible  (10 points for 6-month mentors) | | |
| Phone call, email, IM, in-person visit | Notes: | Points Awarded: |
| **Month 7** 5 points possible  (N/A for 6-month mentors) | | |
| Phone call, email, IM, in-person visit | Notes: | Points Awarded: |
| **Month 8** 5 points possible  (N/A for 6-month mentors) | | |
| Phone call, email, IM, in-person visit | Notes: | Points Awarded: |
| **Month 9** 5 points possible  (N/A for 6-month mentors) | | |
| Phone call, email, IM, in-person visit | Notes: | Points Awarded: |
| **Month 10** 5 points possible  (N/A for 6-month mentors) | | |
| Phone call, email, IM, in-person visit | Notes: | Points Awarded: |
| **Month 11** 5 points possible  (N/A for 6-month mentors) | | |
| Phone call, email, IM, in-person visit | Notes: | Points Awarded: |
| **Month 12** 5 points possible  (N/A for 6-month mentors) | | |
| Phone call, email, IM, in-person visit | Notes: | Points Awarded: |
| **Mentor/Mentee Review** 10 points possible | | |
| This may be completed together and accomplished in your final contact | Notes: | Points Awarded: |

Total Points Awarded: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(transfer to top of page)*

Stipend:

New Secretary

90 – 100 points = $300.00

80 – 89 points = $250.00

70 – 79 points = $200.00

60 – 69 points = $150.00

50 – 59 points = $100.00

30 – 49 points = $ 50.00

0 – 29 points = $ 0.00

Transfer Secretary

90 – 100 points = $150.00

80 – 89 points = $125.00

70 – 79 points = $100.00

60 – 69 points = $ 75.00

50 – 59 points = $ 50.00

30 – 49 points = $ 25.00

0 – 29 points = $ 0.00

# **Mentor Advisory Committee** – Master Score Sheet

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(mentor name) (mentor employee #)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(scorer #1 name) (score)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(scorer #2 name) (score)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(scorer #3 name) *optional* (score)

Score #1 \_\_\_\_\_\_\_\_ + Score #2 \_\_\_\_\_\_\_\_ + Score #3 \_\_\_\_\_\_\_\_ = \_\_\_\_\_\_\_\_\_\_ ÷ 2 or 3 = \_\_\_\_\_\_\_\_\_\_

*(optional) (circle one)*

Stipend:

New Secretary

90 – 100 points = $300.00

80 – 89 points = $250.00

70 – 79 points = $200.00

60 – 69 points = $150.00

50 – 59 points = $100.00

30 – 49 points = $ 50.00

0 – 29 points = $ 0.00

Transfer Secretary

90 – 100 points = $150.00

80 – 89 points = $125.00

70 – 79 points = $100.00

60 – 69 points = $ 75.00

50 – 59 points = $ 50.00

30 – 49 points = $ 25.00

0 – 29 points = $ 0.00

(GAEOP designated committee member of the Mentor Advisory Committee – once complete, give to the HR Administrator for GAEOP for processing.)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is approved for the following stipend: $ \_\_\_\_\_\_\_\_\_

(mentor name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Human Resources Administrator for GAEOP signature) (date)