

Addressing the Needs of the Mentee Observation Note Form

Complete the mentor portion of the form, then share it with your mentee. Ask your mentee the designated questions, fill in the mentee’s comments, and then ask the mentee what steps can be taken to address areas of concern and maintain positive areas. (Reprinted from: The Mentoring Guidebook: Mapping the Journey; Skylight Professional Development)

Observation Notes

Mentor: _____ Date: _____

Mentee: _____ Class/Grade: _____

When watching your class I saw...
(List one positive observation)

What do you think about that?
(Fill in mentee’s response)

When watching your class I saw...
(List one area of concern from the observation)

What do you think about that?
(Fill in mentee’s response)

When observing your class I heard...
(List one positive statement you heard)

What do you think about that?
(Fill in mentee’s response)

When observing your class I heard...
(List one statement you heard that might be a concern)

What do you think about that?
(Fill in mentee’s response)