



EU Erasmus + project

**“Development of observation checklist and coding sheets to
record the progress through each peer mentoring”**

Project number: 2017-1-TR01-KA205-039752

Observation Checklist and Coding Sheets

| | |
|---------------------------|----------------------------|
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| Project duration | 24 months |
| Authors | REDVET and All Partners |

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Observation Checklist and Coding Sheets

This form is designed to evaluate the progress of mentor and mentee separately during mentoring process.

This form will be filled out three times during the process. First at the beginning of the mentoring program, second at the middle of the mentoring program and the third at the end of the mentoring program.

Its suggested that first questionnaire should be filled out just in the beginning of the first meeting. If it is filled out later, it should be reminded initial situation of filler. Others should be filled out at the end of each meeting.

This questionnaire has been designed for you to tell us more about your experiences of peer mentoring, interpersonal and guiding skills. Your views are very important and will be helpful to realize successful mentoring programmes.

There are 20 fixed and 3 open ended commentaries for mentee, 15 fixed and 3 open ended commentaries for mentors.

Please answer questions as honestly as possible. Thank you very much for your time.

Please indicate your level of agreement /disagreement to commentaries below.

- 1- Strongly Disagree
- 2- Disagree
- 3- Not Sure
- 4- Agree
- 5- Strongly Agree

For Example Q1: "I always like to try new things."

- 1- Strongly Disagree : I really don't like to try new things.
- 2- Disagree : I don't like to try new things.
- 3- Not Sure : Sometimes I like to try new things.
- 4- Agree : I like to try new things.
- 5- Strongly Agree : I really like to try new things.



| -1- Before First Meeting -This form will be filled out by mentee- | | Disagree | Disagree | Not Sure | Agree | Strongly Agree |
|--------------------------------------------------------------------------------|--------------------------------------------------------------------------|----------|----------|----------|-------|----------------|
| | | 1 | 2 | 3 | 4 | 5 |
| 1 | I like to try new things. | | | | | |
| 2 | I don't have worry for being judged. | | | | | |
| 3 | I am pleased of my appearance. | | | | | |
| 4 | I don't have worry for being disability in workplace. | | | | | |
| 5 | I can easily make new friends in workplace. | | | | | |
| 6 | I feel comfortable in social (group) activities. | | | | | |
| 7 | I always listen and consider of other's ideas. | | | | | |
| 8 | I feel prepared to take a responsibility in workplace. | | | | | |
| 9 | I like working as a team member. | | | | | |
| 10 | I can define and clarify my career goals. | | | | | |
| 11 | I can express my feelings and expectations in professional area. | | | | | |
| 12 | I'm aware of my strength and weakness. | | | | | |
| 13 | I know how to prepare good CV. | | | | | |
| 14 | I'm ready for a job interview. | | | | | |
| 15 | I know how to look for job opportunities. | | | | | |
| 16 | I know how to develop my occupational skill. | | | | | |
| 17 | I can easily communicate with other people. | | | | | |
| 18 | I am confident of how to succeed my goal. | | | | | |
| 19 | I can help other people on job searching. | | | | | |
| 20 | I think that mentoring program can help me prepare myself for work life. | | | | | |

Complete the questions (if you have any comment)

| | | |
|----|---------------------------|--|
| 21 | I am anxious about ... | |
| 22 | I don't feel prepared ... | |
| 23 | I am not confident ... | |



| -2- Over Second Meeting -This form will be filled out by mentee- | | Disagree | Disagree | Not Sure | Agree | Strongly Agree |
|------------------------------------------------------------------------|--------------------------------------------------------------------------|----------|----------|----------|-------|----------------|
| | | 1 | 2 | 3 | 4 | 5 |
| 1 | I like to try new things. | | | | | |
| 2 | I don't have worry for being judged. | | | | | |
| 3 | I am pleased of my appearance. | | | | | |
| 4 | I don't have worry for being disability in workplace. | | | | | |
| 5 | I can easily make new friends in workplace. | | | | | |
| 6 | I feel comfortable in social (group) activities. | | | | | |
| 7 | I always listen and consider of other's ideas. | | | | | |
| 8 | I feel prepared to take a responsibility in workplace. | | | | | |
| 9 | I like working as a team member. | | | | | |
| 10 | I can define and clarify my career goals. | | | | | |
| 11 | I can express my feelings and expectations in professional area. | | | | | |
| 12 | I'm aware of my strength and weakness. | | | | | |
| 13 | I know how to prepare good CV. | | | | | |
| 14 | I'm ready for a job interview. | | | | | |
| 15 | I know how to look for job opportunities. | | | | | |
| 16 | I know how to develop my occupational skill. | | | | | |
| 17 | I can easily communicate with other people. | | | | | |
| 18 | I am confident of how to succeed my goal. | | | | | |
| 19 | I can help other people on job searching. | | | | | |
| 20 | I think that mentoring program can help me prepare myself for work life. | | | | | |

Complete the questions (if you have any comment)

| | | |
|----|---------------------------|--|
| 21 | I am anxious about ... | |
| 22 | I don't feel prepared ... | |
| 23 | I am not confident ... | |



| -3- Over Third (or last) Meeting -This form will be filled out by mentee- | | Disagree | Disagree | Not Sure | Agree | Strongly Agree |
|----------------------------------------------------------------------------------------|--------------------------------------------------------------------------|----------|----------|----------|-------|----------------|
| | | 1 | 2 | 3 | 4 | 5 |
| 1 | I like to try new things. | | | | | |
| 2 | I don't have worry for being judged. | | | | | |
| 3 | I am pleased of my appearance. | | | | | |
| 4 | I don't have worry for being disability in workplace. | | | | | |
| 5 | I can easily make new friends in workplace. | | | | | |
| 6 | I feel comfortable in social (group) activities. | | | | | |
| 7 | I always listen and consider of other's ideas. | | | | | |
| 8 | I feel prepared to take a responsibility in workplace. | | | | | |
| 9 | I like working as a team member. | | | | | |
| 10 | I can define and clarify my career goals. | | | | | |
| 11 | I can express my feelings and expectations in professional area. | | | | | |
| 12 | I'm aware of my strength and weakness. | | | | | |
| 13 | I know how to prepare good CV. | | | | | |
| 14 | I'm ready for a job interview. | | | | | |
| 15 | I know how to look for job opportunities. | | | | | |
| 16 | I know how to develop my occupational skill. | | | | | |
| 17 | I can easily communicate with other people. | | | | | |
| 18 | I am confident of how to succeed my goal. | | | | | |
| 19 | I can help other people on job searching. | | | | | |
| 20 | I think that mentoring program can help me prepare myself for work life. | | | | | |

Complete the questions (if you have any comment)

| | | |
|----|---------------------------|--|
| 21 | I am anxious about ... | |
| 22 | I don't feel prepared ... | |
| 23 | I am not confident ... | |



| -1- Before First Meeting -This form will be filled out by mentor- | | Disagree | Strongly | Disagree | Not Sure | Agree | Strongly Agree |
|--------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|----------|----------|----------|----------|-------|----------------|
| | | 1 | 2 | 3 | 4 | 5 | |
| 1 | I can easily communicate with a mentee with disability. | | | | | | |
| 2 | I know managing personal communication with mentee. | | | | | | |
| 3 | I listen and consider of other’s ideas. | | | | | | |
| 4 | I can easily empathize with others. | | | | | | |
| 5 | I can easily lead a mentee. | | | | | | |
| 6 | I feel prepared to take a responsibility of a mentee. | | | | | | |
| 7 | I like working as a team member. | | | | | | |
| 8 | I am good at defining someone’s strengths and weakness. | | | | | | |
| 9 | I am confident of how to develop my mentee’s interpersonal skills. | | | | | | |
| 10 | I know how to look for a job opportunity. | | | | | | |
| 11 | I know how to reach information on mentoring during the process (creating CV, interview, job seeking). | | | | | | |
| 12 | I can give suggestions to my mentee about employment. | | | | | | |
| 13 | I can easily make decisions in most cases. | | | | | | |
| 14 | I know how to seek solutions when I have problem (over bad reactions from mentee, when need of information). | | | | | | |
| 15 | I am sure, mentoring program can help me increase my interpersonal skills. | | | | | | |

Complete the questions (if you have any comment)

| | | |
|----|---------------------------|--|
| 16 | I am anxious about ... | |
| 17 | I don’t feel prepared ... | |
| 18 | I am not confident ... | |



| -2- Over Second Meeting -This from will be filled out by mentor- | | Disagree | Strongly | Disagree | Not Sure | Agree | Strongly Agree |
|---------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|----------|----------|----------|----------|-------|----------------|
| | | 1 | 2 | 3 | 4 | 5 | |
| 1 | I can easily communicate with a mentee with disability. | | | | | | |
| 2 | I know managing personal communication with mentee. | | | | | | |
| 3 | I listen and consider of other’s ideas. | | | | | | |
| 4 | I can easily empathize with others. | | | | | | |
| 5 | I can easily lead a mentee. | | | | | | |
| 6 | I feel prepared to take a responsibility of a mentee. | | | | | | |
| 7 | I like working as a team member. | | | | | | |
| 8 | I am good at defining someone’s strengths and weakness. | | | | | | |
| 9 | I am confident of how to develop my mentee’s interpersonal skills. | | | | | | |
| 10 | I know how to look for a job opportunity. | | | | | | |
| 11 | I know how to reach information on mentoring during the process (creating CV, interview, job seeking). | | | | | | |
| 12 | I can give suggestions to my mentee about employment. | | | | | | |
| 13 | I can easily make decisions in most cases. | | | | | | |
| 14 | I know how to seek solutions when I have problem (over bad reactions from mentee, when need of information). | | | | | | |
| 15 | I am sure, mentoring program can help me increase my interpersonal skills. | | | | | | |

Complete the questions (if you have any comment)

| | | |
|----|---------------------------|--|
| 16 | I am anxious about ... | |
| 17 | I don’t feel prepared ... | |
| 18 | I am not confident ... | |

| -3- Over Third (or last) Meeting -This from will be filled out by mentor- | | Disagree | Strongly | Disagree | Not Sure | Agree | Strongly Agree |
|------------------------------------------------------------------------------------------|--|----------|----------|----------|----------|-------|----------------|
| | | Disagree | Strongly | Disagree | Not Sure | Agree | Strongly Agree |
| | | | | | | | |



| | | 1 | 2 | 3 | 4 | 5 |
|----|--------------------------------------------------------------------------------------------------------------|---|---|---|---|---|
| 1 | I can easily communicate with a mentee with disability. | | | | | |
| 2 | I know managing personal communication with mentee. | | | | | |
| 3 | I listen and consider of other’s ideas. | | | | | |
| 4 | I can easily empathize with others. | | | | | |
| 5 | I can easily lead a mentee. | | | | | |
| 6 | I feel prepared to take a responsibility of a mentee. | | | | | |
| 7 | I like working as a team member. | | | | | |
| 8 | I am good at defining someone’s strengths and weakness. | | | | | |
| 9 | I am confident of how to develop my mentee’s interpersonal skills. | | | | | |
| 10 | I know how to look for a job opportunity. | | | | | |
| 11 | I know how to reach information on mentoring during the process (creating CV, interview, job seeking). | | | | | |
| 12 | I can give suggestions to my mentee about employment. | | | | | |
| 13 | I can easily make decisions in most cases. | | | | | |
| 14 | I know how to seek solutions when I have problem (over bad reactions from mentee, when need of information). | | | | | |
| 15 | I am sure, mentoring program can help me increase my interpersonal skills. | | | | | |

Complete the questions (if you have any comment)

| | | |
|----|---------------------------|--|
| 16 | I am anxious about ... | |
| 17 | I don’t feel prepared ... | |
| 18 | I am not confident ... | |



You can save all of 3 meetings' records in this form to evaluate progress during pilot implementation.

| CODING SHEET FOR OVERALL PROGRESS EVALUATION OF MENTEE All meeting records Please fill in only numbers | | Assessment-1 | Assessment-2 | Assessment-3 |
|---------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|--------------|--------------|--------------|
| Personal Qualities | | | | |
| 1 | I like to try new things. (Self-Esteem) | | | |
| 2 | I don't have worry for being judged. (Self-Esteem) | | | |
| 3 | I am pleased of my appearance. (Self-Esteem) | | | |
| 4 | I don't have worry for being disability in workplace. (Sociability) | | | |
| 5 | I can easily make new friends in workplace. (Sociability) | | | |
| 6 | I feel comfortable in social (group) activities. (Sociability) | | | |
| 7 | I always listen and consider of other's ideas. (Self-management) | | | |
| 8 | I feel prepared to take a responsibility in workplace. (Integrity/honesty) | | | |
| Soft Skills | | | | |
| 9 | I like working as a team member. (Participating as a member of team) | | | |
| 10 | I can define and clarify my career goals. (Exercising leadership) | | | |
| 11 | I can express my feelings and expectations in professional area. (Exercising leadership) | | | |
| 12 | I'm aware of my strength and weakness. (Exercising leadership) | | | |
| 13 | I know how to prepare good CV. (Problem solving - Decision making) | | | |
| 14 | I'm ready for a job interview. (Problem solving - Decision making) | | | |
| 15 | I know how to look for job opportunities. (Problem solving - Decision making) | | | |
| 16 | I know how to develop my occupational skill. (Problem solving - Decision making) | | | |
| 17 | I can easily communicate with other people. (Sociability) | | | |
| 18 | I am confident of how to succeed my goal. (Problem solving - Decision making) | | | |
| 19 | I can help other people on job searching. (Exercising leadership) | | | |
| 20 | I think that mentoring program can help me prepare myself for work life. | | | |



You can save all of 3 meetings' records in this form to evaluate progress during pilot implementation.

| CODING SHEET FOR OVERALL PROGRESS EVALUATION of MENTOR All meeting records Please fill in only numbers | | Assessment-1 | Assessment-2 | Assessment-3 |
|---------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|--------------|--------------|--------------|
| 1 | I can easily communicate with a mentee with disability. (Inclusive communication) | | | |
| 2 | I know managing personal communication with mentee.(Exercising leadership) | | | |
| 3 | I listen and consider of other's ideas.(Exercising leadership) | | | |
| 4 | I can easily empathizes with others. (Exercising leadership) | | | |
| 5 | I can easily lead a mentee.(Exercising leadership) | | | |
| 6 | I feel prepared to take a responsibility of a mentee.(Integrity/honesty) | | | |
| 7 | I like working as a team member.(Participating as a member of team) | | | |
| 8 | I am good at defining someone's strengths and weakness. (Exercising leadership) | | | |
| 9 | I am confident of how to develop my mentee's interpersonal skills. (Exercising leadership) | | | |
| 10 | I know how to look for a job opportunity.(Exercising leadership) | | | |
| 11 | I know how to reach information on mentoring during the process (creating CV, interview, job seeking).(Teaching others) | | | |
| 12 | I can give suggestions to my mentee about employment.(Teaching others) | | | |
| 13 | I can easily make decisions in most cases.(Exercising leadership) | | | |
| 14 | I know how to seek solutions when I have problem (over bad reactions from mentee, when need of information). (Problem solving - Decision making) | | | |
| 15 | I am sure, mentoring program can help me increase my interpersonal skills. | | | |