

**OFFICE OF THE EXECUTIVE SECRETARY
SUPREME COURT OF VIRGINIA**

**INSTRUCTIONS FOR COMPLETING
THE *MENTEE PORTFOLIO* FORM (ADR-1008)**

INSTRUCTIONS FOR MENTEES

- 1) **Complete** “Section I: Skill Development Goals” of the *Mentee Portfolio* with the assistance and input of the Mentor.

INSTRUCTIONS FOR MENTORS

- 1) **Indicate** the number for the current co-mediation at the top of the document.
- 2) **Review** earlier *Mentee Portfolio* form(s) prior to beginning the pre-mediation discussion at the second and all subsequent co-mediations.
- 3) **Discuss** with the mentee his or her progress towards the skill development or goals previously identified and the nature of the current mediation case.
- 4) **Identify** goals for the mentee’s skill development during the current mediation case.
- 5) **Observe** the mentee during the mediation session, noting specifically the areas previously identified.
- 6) **Complete** the *Mentee Portfolio* form, noting both the mentee’s self-identified goals and the Mentor’s identified goals (if different). Include any recommendations for additional training (courses, readings, co-mediations, or other developmental activities).
- 7) **Sign and date** the *Mentee Portfolio* form and give to the mentee before concluding the de-briefing.
- 8) If the case has multiple sessions, the *Mentee Portfolio* should be completed at the end of each session and reviewed prior to the beginning of the next session. The comments at the end of each session of a multi-session mediation should be initialed and dated by the Mentor. A single *Mentee Portfolio* form can be used for a multi-session mediation.