



## 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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<b>Project duration</b>	24 months
<b>Authors</b>	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. Commentaries are negatively designed since to observe easily mentor-mentee progress. This means if a mentor or mentee's ranking increases, there is a progress.

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 Agree
- 2- Agree
- 3- No opinion / Neutral
- 4- Disagree
- 5- Strongly Disagree



-1- Before First Meeting -This form will be filled out by mentee-		Strongly Agree	Agree	No opinion	Disagree	Strongly Disagree
		1	2	3	4	5
1	I am anxious about trying new things					
2	I am anxious about being judged					
3	I am anxious about looking bad					
4	I am anxious about my disability in workplace					
5	I am anxious about making new friends in workplace					
6	I am anxious about being accepted in social environment					
7	I am anxious about keeping my word					
8	I don't feel prepared to take a responsibility					
9	I am anxious about to participate as a member of a team					
10	I can't define and clarify my career goals					
11	I hesitate to express my feelings and expectations in professional area					
12	I don't know my strength and weakness					
13	I don't know how to prepare my CV					
14	I don't feel prepared for a job interview					
15	I don't know how to look for job opportunities					
16	I am not confident if I have the ability to develop my skill					
17	I am not confident about my communication skills					
18	I am not confident to succeed my goal					
19	I am not confident if I can help other people on job searching					
20	I don't 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-		Strongly Agree	Agree	No opinion	Disagree	Strongly Disagree
		1	2	3	4	5
1	I am anxious about trying new things					
2	I am anxious about being judged					
3	I am anxious about looking bad					
4	I am anxious about my disability in workplace					
5	I am anxious about making new friends in workplace					
6	I am anxious about being accepted in social environment					
7	I am anxious about keeping my word					
8	I don't feel prepared to take a responsibility					
9	I am anxious about to participate as a member of a team					
10	I can't define and clarify my career goals					
11	I hesitate to express my feelings and expectations in professional area					
12	I don't know my strength and weakness					
13	I don't know how to prepare my CV					
14	I don't feel prepared for a job interview					
15	I don't know how to look for job opportunities					
16	I am not confident if I have the ability to develop my skill					
17	I am not confident about my communication skills					
18	I am not confident to succeed my goal					
19	I am not confident if I can help other people on job searching					
20	I don't 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- <b>Over Third (or last) Meeting</b> -This form will be filled out by mentee-		Strongly Agree	Agree	No opinion	Disagree	Strongly Disagree
		1	2	3	4	5
1	I am anxious about trying new things					
2	I am anxious about being judged					
3	I am anxious about looking bad					
4	I am anxious about my disability in workplace					
5	I am anxious about making new friends in workplace					
6	I am anxious about being accepted in social environment					
7	I am anxious about keeping my word					
8	I don't feel prepared to take a responsibility					
9	I am anxious about to participate as a member of a team					
10	I can't define and clarify my career goals					
11	I hesitate to express my feelings and expectations in professional area					
12	I don't know my strength and weakness					
13	I don't know how to prepare my CV					
14	I don't feel prepared for a job interview					
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16	I am not confident if I have the ability to develop my skill					
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18	I am not confident to succeed my goal					
19	I am not confident if I can help other people on job searching					
20	I don't 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- <b>Before First Meeting</b> -This form will be filled out by mentor-		Strongly Agree	Agree	No opinion	Disagree	Strongly Disagree
		1	2	3	4	5
1	I am anxious about communicating with mentee with disability					
2	I am anxious about managing personal communication with mentee					
3	I am anxious about keeping my word					
4	I am anxious about being empathic					
5	I am anxious about leading a mentee					
6	I don't feel prepared to take a responsibility of a mentee					
7	I am anxious about being a member of a team					
8	I am not confident to define someone's strengths and weakness.					
9	I am not confident if I have the ability to develop my mentee's interpersonal skills					
10	I don't know how to look for a job opportunity					
11	I am not confident about reaching useful information on mentoring during the process (creating CV, interview, job seeking)					
12	I am not confident about giving suggestions on employment					
13	I am not confident if I have the ability to make decisions					
14	I don't know how to seek solutions when I have problem (over bad reactions from mentee, when need of information)					
15	I am not sure if 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- <b>Over Second Meeting</b> -This form will be filled out by mentor-		Strongly Agree	Agree	No opinion	Disagree	Strongly Disagree
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Complete the questions (if you have any comment)

16	I am anxious about ...	
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-3- <b>Over Third (or last) Meeting</b> -This from will be filled out by mentor-		Strongly Agree	Agree	No opinion	Disagree	Strongly Disagree
		1	2	3	4	5
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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 record in this form:

	All mentii records Please fill in only numbers	Meeting-1	Meeting-2	Meeting-3
1	I am anxious about trying new things			
2	I am anxious about being judged			
3	I am anxious about looking bad			
4	I am anxious about my disability in workplace			
5	I am anxious about making new friends in workplace			
6	I am anxious about being accepted in social environment			
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