

MENTORING FEEDBACK WORKSHEET

(COMPLETE APPLICABLE AREAS)

MENTOR NAME/GRADE/UNIT/OFFICE SYMBOL

SUBORDINATE NAME/GRADE/UNIT/OFFICE SYMBOL

PART I PROFESSIONAL DEVELOPMENT ANALYSIS

MAJOR CAREER/PROFESSIONAL ACCOMPLISHMENTS:

PERFORMANCE HISTORY:

TRAINING AND EDUCATION STATUS:

PME: ELIGIBLE FOR NEXT LEVEL? YES NO

ACADEMIC: PURSUING DEGREE THROUGH COMMUNITY COLLEGE OF THE AIR FORCE (CCAF) OR OTHER INSTITUTION? YES NO

CAREER/PROFESSIONAL TRAINING

PERFORMANCE STRENGTHS:

AREAS TO IMPROVE:

RESPONSIBILITY LEVELS: APPROPRIATE? YES NO

AWARDS AND DECORATIONS:

IMAGE, ATTITUDE, PROFESSIONALISM, PHYSICAL FITNESS:

PART II PROFESSIONAL DEVELOPMENT PLANNING *(Provide plan of action and assessment of current performance level)*

GOALS/PLANS:

SUGGESTED NEXT ASSIGNMENT OR LEVEL OF RESPONSIBILITY - ESTIMATED TIME FRAME FOR ASSIGNMENT

**Download any U.S. FedForm (free, fillable, savable in Adobe Reader)!
Start with the "Flash Demo" at the top of the following page:
www.usa-federal-forms.com**

**Convert any fillable PDF form to savable (locally, in Adobe Reader):
www.savePDF.com**

**Convert any document (in any format) to PDF fillable and savable:
www.FillinDocs.com**

**All (10's of 1,000's) U.S. Federal Forms already fillable, savable:
www.usa-federal-forms.com**

About the ITAOP/savePDF Method

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).

TRAINING AND EDUCATION NEEDS TO ACHIEVE GOALS/PLANS -ESTIMATED TIME FRAME FOR COMPLETION

INCENTIVE AWARDS APPROPRIATE? YES NO

ACADEMIC PLAN FOR PURSUIT OF APPROPRIATE EDUCATION LEVEL - ESTIMATED TIME FRAME FOR COMPLETION

NEXT LEVEL OF PROFESSIONAL OR TECHNICAL TRAINING - ESTIMATED DATE FOR COMPLETION

AWARDS/REGULAR COMMISSION/IN-RESIDENCE PME/CAREERS REGISTRATION APPROPRIATE? YES NO

PART III CAREER MANAGEMENT (Executing the plan)

REASSESSMENT AND MONITORING TO ENSURE FEEDBACK IS ACTED UPON:

CORRECTIVE ACTION TO ADDRESS RECURRING PERFORMANCE SHORTFALLS:

ACTIONS TOWARD APPROPRIATE PME SELECTION, AWARDS/DECORATIONS, SPECIAL TRAINING, PROMOTION, ASSIGNMENTS:

COMMANDER'S ACTIONS TOWARD SELECT ASSIGNMENTS/SCHOOL SELECTIONS FOR TOP CANDIDATES:

PART IV OTHER COMMENTS

MENTOR'S SIGNATURE

DATE

SUBORDINATE SIGNATURE

DATE