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

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