

MI BAC SKILLED TRADES MENTORING PROGRAM GUIDE

Mentor: The following criteria represents the ten most desirable traits of an apprentice, as developed by the Charter Mentors class of 2001 for the Skilled Trades Mentoring Program. Gauge the mentee's ability on a scale of 1 to 4: 1 is development needed and 4 is mastered. If the level of expertise chosen is not 4, describe specifically and briefly what requires attention. Also list advances. Please refer to the Skilled Trades Mentoring Manual (Chapter 10) for performance evaluation guidelines.

(Note: If additional space is needed for comments, please use the reverse and reference the comments to the item number.)

Work Attitude and Communication at Work

- | | | | | |
|---|---|---|---|---|
| 1. Willing to ask questions. | 1 | 2 | 3 | 4 |
| 2. Willing to listen to instructions and/or suggestions. | 1 | 2 | 3 | 4 |
| 3. Talks about potential work improvements in a positive tone, rather than complaining about the way things are done at work. | 1 | 2 | 3 | 4 |
| 4. Shows respect for others at work; is courteous and considerate of others, rather than rude and inconsiderate. | 1 | 2 | 3 | 4 |

Readiness to Work and Preparation

- | | | | | |
|--|---|---|---|---|
| 6. Arrives at work site and is ready to work at starting time; attendance is dependable. | 1 | 2 | 3 | 4 |
|--|---|---|---|---|

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|--|---------|
| 7. Has tools of the trade at the work site and cares for tools. | 1 2 3 4 |
| 8. Is concerned about safety and does not jeopardize others | 1 2 3 4 |
| 9. Appears professional at the job site and cleans up after him/herself. | 1 2 3 4 |

Masonry Skills and Work Ethic

- | | |
|---|---------|
| 10. Shows pride in workmanship; has regard for a high level of workmanship rather than having a "good enough" or "fix it later" attitude. | 1 2 3 4 |
| 11. Works with skills which will result in a high level of workmanship, effectiveness, and efficiency. | 1 2 3 4 |

Suggestions for improving work attitude and communications:

What has been his improvement since the last evaluation?

Name of Mentor: _____

Name of Mentee: _____

Contractor: _____

Date Partnership Commenced: _____

Today's Date: _____ Date of last evaluation: _____

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Gauge the mentees ability on a scale of 1 to 4: 1 is development needed and 4 is mastered. If the level of expertise chosen is not 4, describe specifically and briefly what requires attention. Also list recent advances. Ignore items to which the mentee has not been exposed. This guide is designed to help establish short-term/long-term skill goals.

Spreads mortar using the least amount of movements possible. 1 2 3 4

Head & bed joints are full and applied using proper techniques. 1 2 3 4

Head and bed joints are equally spaced and properly aligned. 1 2 3 4

Head and bed joints are tooled properly: no tags & joints are smooth; or if raked, no holes or excess mortar in joints. 1 2 3 4

Brick/block are laid to the line correctly: only minor adjustments are necessary after the unit is initially set. 1 2 3 4

Removes excess mortar without smearing the unit and letting excess mortar fall to the ground: work is neat, clean. 1 2 3 4

Uses a level competently: demonstrates an understanding of the terms slack, hard, and tail lead; work is plumb and level. 1 2 3 4

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Uses a level confidently, quickly: does not habitually tap on work or level; has trained his/her eye to see level, plumb, and 3/8 joint.	1	2	3	4
Can set a trig properly and quickly: doesn't hold up the line.	1	2	3	4
Understands half bond with all masonry units.	1	2	3	4
Can bond through doors, windows, or masonry openings.	1	2	3	4
Can course out brick/block to obtain a critical height.	1	2	3	4
Can layout a wall or a column.	1	2	3	4
Has a clear sense of quality work.	1	2	3	4
Generally, understands the techniques that increase productivity and strives to improve productivity: no wasted movements; minimal returns to the mortarboard; units laid to the line with minor adjustments; keeps the lead built ahead; doesn't hold up the line.	1	2	3	4

Mentee Name: _____

Mentor Signature: _____ **Date:** _____



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Re: Mentoring Guide

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