Mentor Checklist

To be used as a performance appraisal evaluation – to help and assist with the improvement and growth of tour guides employed by Online Tours, in the development and implementation of interpretations.

I. Did the interpreter relate to something within the experience of the audience or involve the audience?
   a. Reveal the essence of the subject rather than simply provide information
   b. Develop a whole programme or only parts and attributes
   c. Provoke (stimulate, inspire) or simply instruct
   d. Involve the participants emotions as well as the intellect (whole person)

II. Organisation
   a. Did the talk or walk have a stimulating introduction?
   b. Was there a well defined theme?
   c. Was there a good flow (intro-bridge-body-conclusion)?

III. Techniques
   a. Did the interpreter use active language?
   b. Use effective voice inflection and articulation?
   c. Relax the audience and make the talk or walk enjoyable and rewarding?
   d. Have any annoying mannerisms?
   e. Stand in front of the audience and face them?
   f. Maintain contact with the audience?
   g. Warm the audience up to the subject before beginning the interpretation?
   h. Involve the audience?
   i. Was the interpreter considerate of the audience (set a reasonable pace, spoke audibly, faced the group away from sun and wind)?

IV. Effort
   a. Did the speaker display enthusiasm and care (props, innovative techniques) in preparing the interpretation?
   b. Was the interpretation an appropriate length?
   c. Was the topic well researched and the presentation practiced?