

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?