

Mentor Rubric – Student Core Competencies Appraisal (100 Marks Total)

This rubric is designed to support mentors in evaluating student performance in a structured and consistent way. Each competency is assigned a specific weight, contributing to a total score out of **100 marks**.

1. Understanding (15 marks)

Ability to grasp concepts and ideas quickly and solve challenges effectively.

- **A (Outstanding) – 15–14 marks:** Exceptional understanding; quickly applies knowledge independently
 - **B (Very Good) – 13–12 marks:** Strong understanding; minor guidance occasionally needed
 - **C (Meets Standards) – 11–10 marks:** Adequate understanding; performs tasks with supervision
 - **D (Just Satisfactory) – 9–8 marks:** Limited understanding; requires frequent support
 - **E (Unsatisfactory) – 7–5 marks:** Weak understanding; struggles to apply concepts
 - **F (Poor) – 4–0 marks:** Does not demonstrate required understanding
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2. Self-Motivation (15 marks)

Ability to set personal goals, show commitment, and take initiative.

- **A – 15–14 marks:** Highly proactive; consistently takes initiative
 - **B – 13–12 marks:** Good initiative; generally self-driven
 - **C – 11–10 marks:** Shows basic motivation; requires occasional prompting
 - **D – 9–8 marks:** Limited initiative; often needs encouragement
 - **E – 7–5 marks:** Low motivation; passive approach to tasks
 - **F – 4–0 marks:** No initiative or commitment shown
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3. Motivating Others (10 marks)

Ability to positively influence and energise team members.

- **A – 10–9 marks:** Strong positive influence on team
 - **B – 8–7 marks:** Generally supportive and encouraging
 - **C – 6–5 marks:** Occasionally contributes positively to team morale
 - **D – 4 marks:** Limited interaction or influence
 - **E – 3–2 marks:** Rarely engages positively with team
 - **F – 1–0 marks:** Negative or no contribution to team dynamics
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4. Teamwork (15 marks)

Ability to cooperate and support colleagues effectively.

- **A – 15–14 marks:** Excellent team player; highly supportive and reliable
 - **B – 13–12 marks:** Strong collaboration skills
 - **C – 11–10 marks:** Works well within a team with supervision
 - **D – 9–8 marks:** Limited teamwork skills; inconsistent cooperation
 - **E – 7–5 marks:** Difficulty working with others
 - **F – 4–0 marks:** Does not cooperate with team
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5. Communication (15 marks)

Ability to communicate clearly and effectively (oral and written).

- **A – 15–14 marks:** Excellent communication; clear and professional
 - **B – 13–12 marks:** Strong communication with minor issues
 - **C – 11–10 marks:** Adequate communication; generally understood
 - **D – 9–8 marks:** Communication sometimes unclear
 - **E – 7–5 marks:** Frequent communication issues
 - **F – 4–0 marks:** Poor or ineffective communication
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6. Performance Under Pressure (15 marks)

Ability to perform effectively in busy or stressful environments.

- **A – 15–14 marks:** Performs excellently under pressure
 - **B – 13–12 marks:** Performs well with minimal issues
 - **C – 11–10 marks:** Manages pressure with supervision
 - **D – 9–8 marks:** Struggles under pressure at times
 - **E – 7–5 marks:** Often overwhelmed under pressure
 - **F – 4–0 marks:** Unable to perform under pressure
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7. Social Skills (15 marks)

Ability to build relationships and respond appropriately to colleagues and customers.

- **A – 15–14 marks:** Excellent interpersonal and customer interaction skills
 - **B – 13–12 marks:** Very good social skills
 - **C – 11–10 marks:** Adequate interaction skills
 - **D – 9–8 marks:** Limited social engagement
 - **E – 7–5 marks:** Difficulty interacting appropriately
 - **F – 4–0 marks:** Poor interpersonal behaviour
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Final Score: /100

Overall Assessment Guide

- **85–100:** Outstanding performance
 - **70–84:** Very good performance
 - **55–69:** Satisfactory performance
 - **40–54:** Below expectations
 - **0–39:** Unsatisfactory performance
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Mentor Notes Section

Mentors should provide clear, constructive comments to justify scores and recommend specific actions for improvement where necessary.