



## Mediator Scoring Sheet

**Expert Assessor:**

**Name of the Mediator(s):**

**Teams of the Mediator(s):**

### **SPECIAL AWARDS NOMINATIONS –**

Criteria: (1) No of nominations (2) Scores – 10 being the highest (3) Remarks

#### **Best Opening Statement (Co-Mediators in Preliminary Rounds) -**

Score on scale of 1 to 10 -

Remarks -

I N T E R C E S S I O N I S

#### **Best Team Work – Mediation (Co-Mediators in Preliminary Rounds) -**

Nominee -

Score on scale of 1 to 10 -

Remarks -

#### **Best Acknowledgement of Emotionally /Culturally Sensitive Moment (Co-Mediators in Preliminary Rounds) -**

Nominee –

Sore on scale of 1 to 10 -

Remarks –

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Mediator(s)

	1	2	3	4	5
<b>Opening Remarks &amp; Communication Skills (25 pts. max.)</b>					
Effective preparation					
Creating an atmosphere of trust & setting the mood for the first conference					
Delivering an effective opening statement – explaining process and principles					
Use of open and neutral body language and behaviour					
Confirming neutrality, authority and voluntariness					
<b>Qualities of a good mediator (25 pts. max.)</b>					
Setting guidelines and creating an Agenda for the session					
Identifying and acknowledging interests, views and feelings					
Employing neutral language consistently					
Summarizing, reframing and confirming when needed					
Putting off fires at the table					
<b>Effective Use of Caucus and Handling Impasse (25 pts. max.)</b>					
Asking timely and appropriate close ended / open ended questions					
Assisting the parties to separate interests from positions					
Reality check / Fact check with parties					
Encouraging creative options to resolve conflict					
Timing and reason for calling for a Caucus					
<b>Mediation Session Process (25 pts. max.)</b>					
Maintaining decorum and holding control of the mediation process					
Monitoring progress and demonstrating flexibility in adjusting process to the circumstances and needs					
Ability to extract confidential information from parties with aim to take the negotiation forward					
Supporting mediation process by summarizing facts, identifying key information, interests, opportunities and impediments					
Taking active steps to prevent the mediation from stalling and to encourage progress towards resolution					
<b>Sub-totals:</b>					

Minus Points (If any) & Reason

Final Score (addition of all sub-totals) out of 100 points –

Scoring scale:

1 = Poor

2 = Satisfactory

3 = Good

4 = Very good

5 = Excellent, exceptional, outstanding