

**Assessment Form from the Mediation Foundation of Ireland (MFI) for  
Candidates to become IMI (International Mediation Institute)  
Qualified Mediators**

Name of candidate (mediator) \_\_\_\_\_

Candidate email \_\_\_\_\_ Candidate phone \_\_\_\_\_

Name of assessor \_\_\_\_\_

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Training organisation \_\_\_\_\_

Date of assessment \_\_\_\_\_

Brief description of dispute

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Length of mediation \_\_\_\_\_

**Principles of Mediation**

- 1 Was the mediator impartial throughout the mediation Y / N  
Give examples
- 2 Did the mediator emphasise that the mediation was voluntary Y / N  
Give examples
- 3 Did the mediator make clear that the entire mediation was confidential Y / N  
Give examples
- 4 Did the mediator explain that all decisions would be made by the disputants Y / N  
Give examples

## Performance as a mediator

- 5 Did the mediator ensure that each disputant had read and signed an agreement to mediate document Y / N

Give samples

- 6 Did the mediator reference the private meetings held with each disputant in a positive way Y / N

Give examples

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- 7 Did the mediator explain that s/he was a mediator, abided by the IMI code of ethics and showed a copy of her/his mediation certificate for the current year Y / N

Give examples

- 8 Did the mediator explain the ground rules of mediation in an assertive and succinct manner Y / N

Give examples

- 9 Did the mediator reference The Mediation Act 2017 and make clear that disputants could avail of professional advice throughout or at any stage of the mediation Y / N

Give examples

- 10 Did the mediator listen to and summarise each story to the satisfaction of the disputants Y / N

Give examples

- 11 Was the mediator assertive in dealing with interruptions / inappropriate comments Y / N

Give examples

- 12 Did the mediator encourage the disputants to use each other's names throughout the mediation Y / N

Give examples

- 13 Did the mediator explore the emotional impact of the dispute with each disputant Y / N

Give examples

- 14 Did the mediator use open questions and avoid closed questions throughout the mediation Y / N

Give examples

- 15 Did the mediator ask for and confirm what the problems / issues were that each disputant wanted to be resolved in the mediation Y / N

Give examples

- 16 Did the mediator encourage the disputants to suggest potential solutions to each problem Y / N

Give examples

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- 17 If the disputants reached a mediated settlement agreement, did the mediator ensure that the written agreement / settlement was clear and enforceable and written in the parties' own words Y/ N

Give examples

- 18 Did the mediator close the mediation and congratulate the disputants Y/ N

Give examples

- 19 Did the mediator summarise what was said by the disputants and was this done in a way which softened the impact of incendiary words or phrases Y / N

Give examples

- 20 Did the mediator identify potential apologies or potential praise (if any) Y / N

Give examples

- 21 Was the mediator assertive and in control of the mediation process Y / N

Give examples

- 22 Did the mediator show self-awareness of their performance as a mediator i.e., identified areas of excellence and room for improvement in the performance of the mediator Y/N

Give examples

- 23 Did the mediator review with the disputants their interests and needs from stated positions? Y/N

Give examples

- 24 Did the Mediator assist the disputants to bargain strategically? Y/N

Give examples

- What impressed you about the performance of the mediator?

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- What are the areas for improvement in the performance of the mediator?

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Based upon the videoed mediation that you witnessed, do you believe that the candidate has the ability to mediate disputes and do you recommend that the candidate qualifies to become an IMI Qualified Mediator?

Yes I do

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Signature of assessor

Date of assessment

Unfortunately I cannot based upon what I have assessed in this situation

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Signature of assessor

Date of assessment