

NEXT REVIEW DATE:

Mission Inn Foundation and Museum Docent Performance Review Form

Lead Docent: _____ Reviewer: _____

Assisting Docent: _____ Number of tour guests: _____

Tour Day/Date/Time: _____ Length of tour: _____

A checkmark in the box indicates compliance with the item:

- | | |
|--|--|
| <input type="checkbox"/> Docent arrived 30 minutes before tour time | <input type="checkbox"/> Docent followed tour route instructions |
| <input type="checkbox"/> Docent interacted with guests prior to tour | <input type="checkbox"/> Docent gave accurate historical information |
| <input type="checkbox"/> Docent's attire complied with dress code | <input type="checkbox"/> Docent's transitions were smooth |
| <input type="checkbox"/> Docent met w/ assistant prior to tour | <input type="checkbox"/> Docent established good rapport with guests |
| <input type="checkbox"/> Docent started tour on time | <input type="checkbox"/> Docent responded to questions |
| <input type="checkbox"/> Docent introduced assistant | <input type="checkbox"/> Docent acted as a team w/ assistant |
| <input type="checkbox"/> Docent explained tour rules | <input type="checkbox"/> Docent concluded the tour appropriately |
| <input type="checkbox"/> Docent's voice was clear & could be heard | <input type="checkbox"/> Docent gave clear direction on where to position group through out the tour |

1. REVIEWER'S OBSERVATIONS: _____

2. DOCENT'S RESPONSE TO REVIEW: _____

I have read and discussed this form with the reviewer. I understand that it will be submitted to the Peer Review Committee, and that the committee's comments and/or suggestions will be forwarded to me.

DOCENT REVIEWED: _____ REVIEWER: _____
(Signature) (Signature)

COMMENTS AND/OR SUGGESTIONS OF PEER REVIEW COMMITTEE: _____

CHAIRPERSON, PEER REVIEW COMMITTEE: _____
(Signature)

- Original filed Copy mailed

OBSERVATIONS REGARDING ASSISTING DOCENT: *(checkmark in the box indicates compliance)*

- | | |
|--|---|
| <input type="checkbox"/> Reinforce crowd control | <input type="checkbox"/> Handicapped guests were accommodated |
| <input type="checkbox"/> Doors were open for easy entrance | <input type="checkbox"/> Assistant was efficient but unobtrusive |
| <input type="checkbox"/> Lights were turned on and off as needed | <input type="checkbox"/> Questions were referred to the Lead Docent |