



## HKFI Elite Talent Development Programme 2024

### Evaluation Form for Mentor

Complete mid-term and final evaluations to help mentor better

- assess Mentee's performance and improvement;
- rate Mentee's abilities and
- give advice and recommendations to their Mentees

Please complete the following form and return to the HKFI Secretariat via email to [communications@hkfi.org.hk](mailto:communications@hkfi.org.hk) by 30 April 2025.

Name of Mentor \_\_\_\_\_ Name of Mentee \_\_\_\_\_

#### Part 1: Mid-term evaluation (optional) – suggest to complete it by 30 September 2024

Skills and Knowledge (the highest 5)

	1	2	3	4	5
Analytical/Problem-solving skills					
Business and global vision					
Language and Communications skills					
Insurance knowledge					
Initiative					
Dedication toward profession					
Personal attitudes					

#### Final evaluation – suggested to complete it by 30 April 2025 and return to HKFI secretariat

Skills and Knowledge (the highest 5)

	1	2	3	4	5
Analytical/Problem-solving skills					
Business and global vision					
Language and Communications skills					
Insurance knowledge					
Initiative					
Dedication toward profession					
Personal attitudes					

Comments:

Mid-term evaluation (optional) (to be completed by end of September 2024)	Final evaluation (to be completed by end of April 2025)

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

For official use

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