

Evaluation Form for Negotiators

Team's Name: _____

Judge's Name: _____

Room and time: _____

Instruction for Judges

Each Team shall be scored independently. There are 5 categories, each earning 1-10 points. In total, the team may receive up to 50 points. Please make sure to mark all the categories and complete both sides of the Evaluation Form. When scoring, put only whole numbers into the scoring sheet and add together all the individual scores at the end of the Evaluation Form. Ties are not permitted. Please check your scores to ensure that the competing teams have not received the same score.

Evaluation Form

1. Opening Statement of the team:

- Preparation of the opening statement
- Did the team adequately present the facts and legal considerations of the case, their goals for the mediation and their interests
- Did the team show willingness to collaborate

Score: _____

2. Advancing interests

- Gathering, identifying and understanding other parties' interests, separating them from positions
- Gaining, identifying, organizing, and analyzing other parties' priorities and evaluating information
- Resolving topics logically and systematically
- Using a variety of mediation techniques such as active listening, open-ended questions, mirroring etc.
- Utilizing parties' BATNAs/WATNAs/ZOPA
- Ability to advance own business and other interests consistently with confidential information

Score: _____

3. Client / Counsel teamwork

- Effective communication between client and counsel
- Effective role allocation during mediation
- Effective mediation advocacy

- Working together as a team, sharing responsibilities adequately and providing mutual support to one another
- Effective use of caucus, if called

Score: _____

4. Use of the Mediator and Relationship Management

- Appropriate use of the Mediator’s assistance and response to the Mediator’s interventions
- Generally, working with the Mediator in a constructive way
- Promoting the emergence and/or correction of the relationship
- Fostering mutual respect
- Supporting attributes that facilitate dispute resolution (e.g., active listening, assertiveness, tolerance, observational skills, honesty, etc.)
- Encouraging the expression of remorse and other strong emotions that contribute to improving the parties' relationships
- Promoting future collaboration (if possible), without sacrificing own interests and goals

Score: _____

5. Communication Skills and Negotiation/Mediation techniques

- Appropriate use of negotiation/ mediation techniques to ascertain the content of the dispute
- Appropriate body language
- Effective use of language and active listening
- Addressing any communication issues faced by the parties, establishing a positive collaborative atmosphere
- Recognizing and dealing with any ethical/cross-cultural issues
- Managing differences between parties (gender, cultural, social, knowledge-based, etc.)

Score: _____

Total Score: _____

