

MENTOR PROGRESS REPORT

RE/MAX Four Corners / RE/MAX Landmark Mentorship Program

Reporting Month: _____

Mentor Name: _____

Mentee Name: _____

Date Submitted: _____

1. Training & Activity Summary

☐ Attended scheduled office/team meetings

☐ Participated in at least 2 open houses this month

☐ Accompanied Mentor on buyer/seller appointments

☐ Completed assigned training modules

☐ Entered/search listings in MLS

☐ Created or updated real estate marketing materials

☐ Practiced or reviewed contracts and forms

☐ Actively using CRM or office tech tools (BoomTown, kvCORE, etc.)

Comments/Notes: _____

2. Mentee Progress Evaluation (1 = Needs Improvement, 5 = Excellent)

Communication Score: ____ Notes: _____

Coachability & Attitude Score: ____ Notes: _____

Time Management / Responsiveness Score: ____ Notes: _____

Tech/Platform Utilization Score: ____ Notes: _____

Lead Follow-up / Prospecting Effort Score: ____ Notes: _____

Contract & Transaction Knowledge Score: ____ Notes: _____

Professionalism / Client Readiness Score: ____ Notes: _____

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3. Key Wins or Milestones This Month

4. Challenges / Areas for Improvement

5. Next Steps / Mentor Action Plan

Mentor Signature: _____

Broker Review / Notes: _____