

How to Find a Mentor Worksheet

1. Do I need a mentor?

Is there any part of my job that I feel I could use some help to learn better?

- Yes No

2. How can a mentor help me?

In what ways can I see a mentor's help being most beneficial? List at least 3 ways that a mentor could help you.

- Sharing _____
- Modeling _____
- Guiding _____
- Advising _____
- Supporting _____
- Networking _____

3. What are the characteristics of my ideal mentor?

List at least 3 characteristics of an ideal mentor. Use characteristics from the fact sheet, or write your own.

- _____
- _____
- _____

Now order your list—put the most important characteristic first.

1. _____
2. _____
3. _____

Now list the people that you work with that have these characteristics.

- _____
- _____
- _____
- _____

4. What are my goals in working with a mentor?

List 3 things that you want to learn from a mentor. Keep them specific, and estimate how long each goal will take to achieve.

Goal:	Timeframe:
1. _____	_____
2. _____	_____
3. _____	_____

5. What can I do to be an effective mentoring protégé?

Before asking a colleague to be your mentor, make sure that you are truly ready for one. Use this checklist to determine if you are ready to become an effective protégé.

- I know the kind of mentoring I want.
- I have specific learning goals.
- I have a timeline for meeting these goals.
- I accept responsibility for my learning.
- I can communicate effectively.
- I'm a good listener.
- I'm good at following directions.
- I can accept feedback and act on it.
- I carry out my commitments responsibly.
- I want to work beyond the limits of my job description.
- I am not afraid to disagree with a mentor, but capable of doing so in a diplomatic way.
- I'm willing ask for help when I need it.
- I am able to help my mentor in some way.
- I show my appreciation to those that help me.
- I feel that I would make a good mentoring protégé.

6. What can I do for my mentor?

List at least two ways that you could help a mentor:

1. _____
2. _____

You have your goals, your timeframes, a clearer idea of what it means to be a mentoring protégé, and some ideas on how you could help a mentor. You can now take the big step of asking one of the people you listed above to be your mentor, using the Mentor Request Form Template to help you draft a letter. Let us know how this goes for you—we welcome your comments.

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