

Mentoring Information Sheet

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 “mentee”?

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 mentee

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 mentee, 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. Contact Linda Slusar at Slusar@cdnet.cod.edu