# Templates

# Biography

# Questions to Ask of your Mentor

# Questions to Ask of your Mentee

# Meetings

Subsequent Meeting Questions

# Action Plan

In-Progress Action Plan

Final Action Plan

# MENTOR/MENTEE BIOGRAPHY

|  |  |  |
| --- | --- | --- |
| **Name:** | |  |
| **Title:** | |  |
| **Company:** | |  |
| **Years of Experience:** | |  |
| **Field Related Education/Certificatiosn:** | |  |
| **Key Positions Held:** | | **Description/Responsibilities:** |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
| **Special Skills (Work, Hobby, Personal):** | | |
|  | | |
| **Reasons for Participating in the Mentorship Program:** | | |
|  | | |
| **Top Three Things Wanted from the Program:** | | |
| **1.** |  | |
| **2.** |  | |
| **3.** |  | |
| **FOR MENTORS ONLY:** (My network: List people whose experiences or expertise I could rely on as a resource and at least two skills or areas of expertise they bring to the table) | | |
| **Person** | | **Skills** |
|  | |  |
|  | |  |
| **Other important factors regarding your involvement in the program:** | | |
|  | | |

# FOR THE MENTOR: INITIAL QUESTIONS TO ASK OF YOUR MENTEE

It is important for a mentor and mentee to start off on the right foot and get to know each other. Here are a few suggested questions to get the conversation started and keep it going:

1. Why did you join this program? What do you expect from this program? What do you expect from me as your mentor?
2. How do you feel this program will help you be more successful in your career?
3. Which assignments or courses in the past have provided you with the most challenge? The least challenge? Why?
4. Tell me about an accomplishment of which you are particularly proud.
5. What are your most important values? What values are met and not met at work or school?
6. What makes you unique? What about your values, interests, competencies and skills, personal traits, and style?
7. What part of your education or work experience has been the most valuable to you?
8. What actions have you taken to manage your career? What assistance may I provide you?
9. What lessons have you learned from your successes and failures?
10. What is your biggest challenge in trying to balance your work life with your personal life?

**KEEP IT GOING!**

**Other topics:**

* Discuss and list the mentee’s talents, skills, and interests
* Suggest resources related to your field of interest and discuss them
* Discuss a current event or issue in your field
* Discuss the professional standards that exist in your field
* Discuss your mentee’s career goals

# FOR THE MENTEE: INITIAL QUESTIONS TO ASK OF YOUR MENTOR

It is important for a mentor and mentee to start off on the right foot and get to know each other. Here are a few suggested questions to get the conversation started and keep it going:

1. Why did you join this program? What do you expect from this program? What do you expect from me as your mentee?
2. What is a typical day or week on the job like for you?
3. What percent of your time do you spend each day in various activities of your work?
4. What types of problems are you likely to face in a day’s time?
5. What are the most satisfying and most frustrating parts of your work?
6. What are the trends and developments in the field that you are see affecting careers in the future?
7. What types of activities or professional development involvement do you participate in to stay current?
8. How does this occupation affect your personal life?

**KEEP IT GOING!**

**Other topics:**

* How did you get into your occupation?
* What have been your past experiences? Past positions?
* What other professional organizations are you involved with in your field?
* Do you have or have had a mentor? What did/do you gain from that relationship?

# SUBSEQUENT MEETING QUESTIONS

Listed below are questions and talking points mentors and mentees can use as their relationship progresses and the mentee begins to focus in on their goals.

|  |
| --- |
| **What are the results of the actions taken as a result of the last meeting?** |
|  |
| **What worked? Why?** |
|  |
| **What didn’t work? Why?** |
|  |
| **What questions or issues were raised by you since we last met? Or what is your most important issue or question right now?** |
|  |
| **What has changed or what has taken place since your last meeting?** |
|  |
| **Are there any new challenges/problems or opportunities?** |
|  |
| **What should you do to advance the growth and discovery process?** |
|  |
| **How are you feeling about your progress?** |
|  |
| **Do you have any concerns about the process, goals, action plan, or anything else?** |
|  |
| **RELATIONSHIP CHECKPOINT: Are we meeting each other’s needs?** |
|  |

# IN PROGRESS ACTION PLAN

|  |
| --- |
| **In the next month I specifically will:** |
|  |
| **The way I will measure it is:** |
|  |
| **I think it is achievable because:** |
|  |
| **The results of these actions would be:** |
|  |
| **I will commit to a time limit by achieve this by our next meeting in \_\_\_ days:** |
|  |
| **Any resources needed?** |
|  |

# END OF PROGRAM ACTION PLAN

**Now that the program has come to a close, how will you continue your work? Use the following action plan as a guide to help you continue what you’ve worked on during the Partners in Learning Mentor Program.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Self Assessment Statements** | | | |
| **Motivators in my current position that will help my work to keep going:** | | | |
| **Skills and competencies I still would like to develop:** | | | |
| **Vision of my future career direction:** | | | |
| **Career Goals** | | | |
| **Short Term (6 months – 1 year)** | | | |
| **Medium Term (2 – 5 years)** | | | |
| **Long Term (5+ years)** | | | |
| **Development Activities to Reach Your Goals** | | | |
| **Activity** | **Action Steps (3 – 4)** | **Milestones/Success Measures** | **Target Completion Date** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Resources Needed (Individuals/Support, Time, Professional Development Activities, Financials, Other)** | | | |
|  | | | |