MENTORING RELATIONSHIP INTERVIEW CHECKLIST

Date: Click here to enter a date.

Mentor Name: Click here to enter text.

Mentee Name: Click here to enter text.

√	STRATEGY	COMMENTS
	Get to know one another - this will establish a rapport and assist in identifying points of connection.	Click here to enter text.
	Talk about mentoring – both parties can discuss their philosophy or view on mentoring, share previous experiences with mentoring, and what they learned from that experience.	Click here to enter text.
	Determine mentee's general goals – this will allow the pair to evaluate the mentee's clarity regarding broad career goals and objectives and what they want to gain from this mentoring experience (i.e. promotion, an administrative position, a change in career focus).	Click here to enter text.
	Discuss mentee's relationship needs and expectations – these needs have to be very clear between both parties, for a functional relationship to exist; each should be candid about what they are willing and capable of bringing to the relationship.	Click here to enter text.
	Discuss learning and work style preferences - discuss ideas about how to go about achieving mentee's learning goals, as well as implications of each other's styles and how that could affect the relationship.	Click here to enter text.
	Talk about outcomes – The mentee should describe what success looks like to them and the mentor can outline any expertise or experience they have to help the mentee achieve this success.	Click here to enter text.

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