Mentee Self-Assessment

Giving and Receiving Feedback

Giving and receiving feedback is an important aspect of the workplace. The two forms, "Self-Assessment" and "Assessing My Mentor", will help with self-reflection and giving feedback to another person.

Completing the Forms

Please complete both the Self-Assessment and the Assessing My Mentor forms. Once both forms are completed, have a discussion with your mentor about the items below.

1. How did you rate yourselves and each other? How are your ratings the same or different from each other's?
2. How is feedback given and expected in the Canadian workplace?
3. What changes do you want to make for the remainder of your mentoring partnership? This provides an opportunity to make improvements if needed and better understand where things stand; it is not intended to be punitive.
4. Is your partnership on track to meet the goals discussed at the start of your partnership? If not, is it time to shift back to those goals or revisit and revise those goals?
5. How should one listen for negative feedback and what are appropriate ways of responding to this feedback?

This self-assessment will help you reflect on your contribution to the mentoring relationship. Give yourself a rating from 1 to 5 on the following items for how closely each statement describes you (1 for not closely, 5 for very closely, or N/A). Then complete the form, "Assessing My Mentor".

If the opportunity doesn't knock, build a door.

- Milton Berle

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Have You Taken Ownership for Your Success?

1. I have taken full responsibility for the success of my relationship with my mentor.
2. I have thought through concepts, planned and evaluated actions/options and made choices to develop confidence and independence.
3. I have initiated learning by asking questions, researching and seeking others' opinions.
4. I have strove to understand other perspectives when opinions differ.
5. I have sought new opportunities to gain additional experience, advice and guidance.
6. I have followed through on action items and commitments.
7. I have asked questions to understand the importance of clear communication and soft skills in the Calgary work environment.

How Receptive Have You Been to New Learning?

8. I have valued and sought feedback, even when it has been uncomfortable to do so.
9. I have applied what I have learned and acted on the feedback received.
10. I have applied problem-solving skills to resolve challenges between us.
11. I have demonstrated active listening skills and asked follow-up questions to ensure I understand correctly.
12. I have been willing to examine the impact of my perceptions, demeanor and personal style.
13. I have been willing to explore career opportunities that use transferable skills in career paths I have not considered.

Have You Demonstrated Resilience in Your Job Search?

14. I have responded to setbacks by learning more about what I could do differently and by asking for advice on how to improve.
15. I have pushed outside my comfort zone.
16. I recognize areas where I can improve and have taken appropriate action.

Have You Strove to Achieve Goals?

17. I have led the goal-setting process for our mentoring relationship based on my professional goals.
18. I have taken steps toward establishing professional networks that will help me build long- lasting professional relationships.
19. I know what direction to focus on in my career.

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