Mentor Self-Assessment

Giving and Receiving Feedback

Completing the Forms

Please complete both the "Self-Assessment" and the "Giving and Receiving Feedback" forms. Once both forms are completed, have a discussion with your mentee about the items below.

Discussion Once Forms are Completed

Once you and your mentee have each completed both assessment forms, take the time to discuss:

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 on track 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 at all; 5 for very closely; or N/A). Then, complete the "Assessing My Mentee" form.

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

- Milton Berle

Mentor Self-Assessment

Have You Set Goals?

1. I have helped my mentee develop a vision for his or her professional career in Canada.
2. I have encouraged my mentee to take the lead in setting SMART goals for our mentoring partnership.
3. I have encouraged my mentee to establish professional networks that will help him or her build long-lasting professional connections.

Have You Set Up a Supportive Relationship?

4. I have demonstrated active listening skills and ask follow-up questions to ensure my mentee has understood correctly.
5. I have celebrated the "small wins" and milestones reached by my mentee.
6. I have given honest, timely feedback to my mentee, even when it has been uncomfortable to do so.
7. I have asked questions to check that my mentee is following our discussion. These have been questions like, "Could you tell me your understanding of what we have just discussed?"
8. I have paraphrased to verify I understand my mentee correctly. I have used expressions like, "So what I think you're saying is..." or "From what I understand, you are..."
9. I have provided insight based on my own experiences, knowing that the same advice might not work for my mentee. I have consciously used expressions like, "My experience was... What do you think will work for you?"
10. I have suggested options about what my mentee can do to reach his or her professional goals.
11. I have applied problem-solving skills to resolve challenges between us.
12. I have strove to understand other perspectives when opinions differed. HAVE YOU EMPOWERED? 13. I have asked open-ended questions that led my mentee to explore ideas on his or her own.
14. I have encouraged my mentee to respond to disappointment by recommending he or she learns more about doing things differently and asks advice on how to improve.

Have You Raised Your Mentee's Performance Level?

15. I have pushed my mentee to do things outside his or her comfort zone to grow and develop.
16. I have prompted my mentee to examine the impact of his or her perceptions, demeanor and personal style.
17. I have reminded my mentee to ask questions when he or she doesn't understand a process or practice.
18. I have encouraged my mentee to explore career opportunities that use transferable skills in career paths he or she hasn't considered.
19. I have helped my mentee recognize areas to improve as part of his or her learning process.
20. I have helped my mentee understand the importance of clear communication and soft skills in the Calgary work environment.

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