

## **Appendix A**

### **Example forms for a mentoring program**

1. Self-Assessment Form - Mentee
2. Bio Sketch – Mentor and mentee
3. Mentor Criteria List - Mentee
4. Agreement Letter
5. Statement of Goals and Objectives
6. Interim Reports – Mentor and mentee
7. Final Report – Mentor and mentee together

## 1. Self assessment form - mentee

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Before entering into a mentoring relationship, it's a good idea to take stock and consider who you are, where you're going, what challenges you face, and where you'd like to be. Filling in this form will give you the time to consider "the big picture".

### Instructions:

This form is meant to give you an accurate picture of yourself. Be honest, and put the first thing that comes to mind.

What are my top three strengths as a person – the things I feel good about and am proud of?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

What are the top three areas in which I could improve as a person – things I'd like to work on or ways I'd like to better myself?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

What are the top three opportunities facing me right now – things I could do or act on to further myself?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

What are the top three challenges facing me right now – threats or fears that keep me from achieving my dreams?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

What are the three most important things I can do over the next year to build on my strengths and tackle my challenges?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## **2. Bio sketch – mentor and mentee**

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Exchanging the following information with other possible mentor/mentees will help you pick the right partner for this relationship.

Name: \_\_\_\_\_

Current Position: \_\_\_\_\_

Employer: \_\_\_\_\_

### **Educational background**

Undergraduate institution: \_\_\_\_\_

Date of Graduation: \_\_\_\_\_

Program: \_\_\_\_\_

Additional Training: \_\_\_\_\_

### **Personal interests**

Hobbies / Leisure Interests: \_\_\_\_\_

Community Activities: \_\_\_\_\_

Family: \_\_\_\_\_

Other: \_\_\_\_\_

Why do you want to be involved in a Mentoring Program?

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What are your expectations for the Mentoring Program?

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### 3. Mentor criteria list - mentee

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In order for any mentoring relationship to work, there must be trust and respect between the partners. Allowing mentees to have input into the qualities that they are looking for in a mentor will help to encourage this type of relationship.

Please indicate your preference, if any, for the following characteristics of a mentor or a mentoring relationship.

1. Do you have a preference for the gender of your mentor?

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2. Do you have a preference for the field of practice of your mentor?

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3. Do you have a preference for the type of organization in which your mentor practices (large, small, private, public)?

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4. Do you have a preference related to the educational background of your mentor?

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5. Are you looking for any particular type of experience from your mentor?

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6. Does the family situation of your mentor matter to you?

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7. What type of meetings would you prefer (phone, online, face-to-face)?

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8. What type of frequency of mentoring meetings would you prefer (weekly, bi-weekly, monthly)?

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#### 4. Agreement letter

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Mentee	Mentor
Name	Name
Contact Information	Contact Information

This document is aimed at establishing agreed roles and plans in the mentoring relationship.

##### **Mentoring agreement**

- We have read the roles and responsibilities of the mentor and mentee in the program guidelines and undertake to meet those roles in this partnership.
- We will respect each other's confidence and those of our employers.
- We will be open and forthright with each other.
- We will develop and work towards goals and specific objectives for this relationship.
- We will contact the regulator if support is required for problem solving / conflict resolution
- We will review our progress after six months
- We will have a "no-fault" conclusion to our relationship - at any time either of us may want to end the mentoring partnership

##### **Mentoring plan**

Meeting Times:	
Frequency of Contact:	
Method of contact:	
Duration of Agreement:	
Amount of notice required if changes to meeting times:	

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 5. Statement of goals and objectives

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Goal #1: \_\_\_\_\_

Objectives:

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- 
- 

Goal #2: \_\_\_\_\_

Objectives:

- 
- 
- 

Goal #3: \_\_\_\_\_

Objectives:

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- 
- 

Goal #4: \_\_\_\_\_

Objectives:

- 
- 
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Goal #5: \_\_\_\_\_

Objectives:

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## 6. Interim reports – mentor and mentee

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Throughout the mentoring relationship, it is recommended that the mentee keep track of meetings and progress using a simple table like the one below.

Date	Time Spent	Activity / Topic	Outcome / Actions

At the mid-point of the relationship (usually the six-month mark), both mentor and mentee should complete an evaluation of the progress and the relationship itself. This form can be shared with the regulator, if desired.

### *Questions for the mentoring pair*

I feel we have established enough trust between us that we can work well together.

☐ Yes      ☐ No      ☐ Not Sure

If he/she is upset or unhappy with our relationship, or me, I'm confident my mentor/mentee would talk to me about what's going on.

☐ Strongly Agree      ☐ Somewhat Agree      ☐ Neutral      ☐ Somewhat Disagree      ☐ Strongly Disagree

If I were upset or unhappy with my mentor/mentee or our relationship, I would feel comfortable talking with him/her about what's going on.

☐ Strongly Agree      ☐ Somewhat Agree      ☐ Neutral      ☐ Somewhat Disagree      ☐ Strongly Disagree

I feel we've made real headway in setting goals and take steps to implement them.

☐ Strongly Agree      ☐ Somewhat Agree      ☐ Neutral      ☐ Somewhat Disagree      ☐ Strongly Disagree

Three things I feel are going great in our mentoring relationship are:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

One thing I wish I could change about how we interact with each other is...

\_\_\_\_\_

If I had to guess what my mentor/mentee likes best about how we work together it would be...

\_\_\_\_\_

Sometimes I think my mentor/mentee wishes I would...

\_\_\_\_\_



*Questions to be shared with the regulator (if desired)*

Has the mentoring program met your initial expectations?

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What has been the most valuable aspect of the mentoring program?

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Do you have any questions or concerns related to the mentoring program? Please explain briefly.

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What problems have you experienced with the mentoring program?

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What suggestions do you have for improving the program?

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## 7. Final report – mentor and mentee

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The Final Report is an opportunity to reflect on the progress made with the Goals and Objectives, as well as to provide feedback on the mentoring process.

The mentor/mentee pair should jointly review the Goals and Objectives to note accomplishments, develop plans for the future and reflect on the duration of the relationship. The following form and questions will help guide that process.

	Current status	Future plans
Goal #1		
Goal #2		
Goal #3		
Goal #4		
Goal #5		

What was most helpful in developing the mentoring relationship?

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What barriers did you perceive in developing a successful mentoring relationship?

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Do you feel your mentor/mentee was committed to the mentoring relationship?

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In what ways did the mentoring relationship help you to succeed in your work?

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Has the mentoring **program** met your expectations?

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What has been the most valuable aspect of the mentoring **program**?

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How would you improve the mentoring **program**?

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