**Mentor Personal Evaluation Template**

The evaluation below is very important for you as a mentor and for your mentee, because it helps prepare you for how you approach your new job as a mentor. Your mentee will be making a similar evaluation of his or her personal situation at the beginning of your new relationship. There are no “right” answers to these questions as they are personal, but you do need to formulate the answers.

Before starting a new relationship it’s a good idea to step back from your day-to-day life and ask yourself – where am I? How am I doing? This activity will also help you give feedback to your mentee on how you see the relationship. It is recommended that you complete this exercise before the first meeting.

**Instructions**

Take time to complete this questionnaire on your own. Your mentee will be filling out a similar form. Consider discussing the results at a meeting with your mentee, talk about each question, sharing your answers with each other.

**Questions**

Keeping in mind your new relationship, answer these questions as honestly as you can:

(1) Think back to when you were the age of your mentee. Try to recall how you behaved and what goals you had set for yourself. What were your top strengths as a person that helped you reach the level you are at today?

1.

2.

3.

4.

5.

(2) What were my top areas for improvement as a person – the things I needed to overcome to reach the level I am today?

1.

2.

3.

4.

5.

 (3) What were the top opportunities available to me then and how do they compare to the opportunities available to my mentee?

1.

2.

3.

4.

5.

(4) What were the top threats to my career when I was my mentee’s age and how do they compare to what my mentee faces today?

1.

2.

3.

4.

5.

(5) What are the five most important things I can do over the next year to use my strengths to help my mentee overcome his/her challenge(s)?

1.

2.

3.

4.

5.