

**Mentoring Assessment Form by Mentor**

The Mentoring Assessment Form is optional. It is a confidential document between the mentor and mentee. It is recommended that it be completed at the end of each academic semester or at least yearly at the end of the spring semester. Its content should be discussed with the mentee to assure a productive mentoring relationship and clear progression toward meeting their career goals. **The Mentoring Assessment Form can be included as part of the faculty annual report with the approval of both mentor and mentee.**

**Mentor Name:**

**Mentee Name:**

**Academic Year: Date:**

**Part 1: Survey**

Directions: Click one selection box [ ]  per question which best describes your opinion regarding your mentee. Discuss with your mentee questions with answers other than YES. Use Part 2 to provide specific comments for each of these questions.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Mentoring Criteria** | YES | NO | MAYBE | DON’T KNOW |
| **PART A** | **Communication** |
|  | Do the two of you meet regularly (e.g. at least once a month for junior level faculty)?  | [ ]  | [ ]  | [ ]  | [ ]  |
|  | Does your mentee send you an agenda prior to meetings? | [ ]  | [ ]  | [ ]  | [ ]  |
|  | Do you and your mentee complete the planned meeting goals?  | [ ]  | [ ]  | [ ]  | [ ]  |
|  | Are you happy with the frequency of meetings?  | [ ]  | [ ]  | [ ]  | [ ]  |
|  | Is your mentee *easy to approach* and talk with?  | [ ]  | [ ]  | [ ]  | [ ]  |
|  | Do you find the meetings productive as planned to achieve mentee’s career goals and objectives?  | [ ]  | [ ]  | [ ]  | [ ]  |
| **PART B** | **Achieving Career Goals** |
|  | Does your mentee consider your advice and accept encouragement from you with respect to mentee’s goals and objectives? | [ ]  | [ ]  | [ ]  | [ ]  |
|  | Do you solicit your mentee's thoughts and opinions when making suggestions or recommendations? | [ ]  | [ ]  | [ ]  | [ ]  |
|  | Do you help your mentee identify tangible steps to meet their career goals and objectives? | [ ]  | [ ]  | [ ]  | [ ]  |
|  | Do you connect your mentee with other professionals who could "fill in the gaps" in areas where you believe others expertise is needed/valuable for the mentee? | [ ]  | [ ]  | [ ]  | [ ]  |
|  | Does your mentee actively share progression on set career goals and objectives (e.g. teaching plans, publication and grant writing plans, professional development plans, accomplishments, and milestones, etc.)? | [ ]  | [ ]  | [ ]  | [ ]  |
|  | Are you satisfied with your mentor-mentee relationship? | [ ]  | [ ]  | [ ]  | [ ]  |

**Part 2: Suggestions and Comments**

**Part 3: Acknowledgement**

The content of this report was discussed with the mentee. YES [ ]  NO [ ]

**Date**