Mentoring Readiness Checklist – For Mentors

Instructions:
Check all the items that you agree with in relation to your upcoming mentoring commitment.

Name of the Mentee (optional): ________________________________

Before Entering the Relationship

_____ I have a sincere interest in helping this person succeed.
_____ I am clear about my role as a mentor.
_____ I can commit adequate time to mentoring this person.
_____ I am willing to use my network of contacts to help my mentee.
_____ I have the support I need to be able to engage in mentoring in a meaningful way.
_____ I am committed to developing my own mentoring skills.

Upon Initial Conversations

_____ There appears to be mutual interest and compatibility.
_____ Our assumptions about the process are congruent.
_____ I am the right person to help achieve my mentee’s goals.
_____ I can engage in helping my mentee succeed.
_____ I have access to the kind of opportunities that can support my mentee’s development.
_____ I have/ will have a mentoring plan in place with my mentee.
_____ My mentee and I have decided how often we should meet.

After Initial Conversations and in Early Stages

_____ My mentee and I have accountabilities in place.
_____ The goals of the mentoring relationships are defined and clear.
_____ My mentee and I have developed norms that we both agree to.
_____ My mentee and I have articulated criteria for success.
_____ My mentee and I are able to adjust our goals and plan if my mentee needs.
_____ My Mentee and I have articulated operating assumptions about confidentiality.
_____ My mentee and I have established openness in whether to bring our mentoring relationship to a close when the mentoring goals are met.
_____ The boundaries and limitations of our relationship have enough room for flexibility on how the relationship develops.

Next Steps
- The goal is to enter mentoring with a realistic commitment to:
  o a) your prospective mentee’s success, and
  o b) the process of mentoring.
- The arch of the mentoring process starts with an articulation and definition of expectations and goals, is sustained through mutual accountability to support and act towards goals, and evolves into recognition when the relationship has matured into successful closure (celebration of mentee success).
- Use your responses on page 1 to think about your strengths and expectations from your role as a mentor.
- Identify areas that you did not check. These are weak spots that could hinder your effectiveness as a mentor for your mentee. Reflect on the reasons for your lack of readiness in this area(s). For example, consider your own priorities, expertise, and motivations; and/or evaluate the support you have for your role as a mentor. Then, identify the resources (your chair/chief, a peer, your own mentor) that could inform possible next steps. Ask critical questions to get you ready for your commitment: How important is your role as a mentor to you? Why? What other ways could compensate for your lack of readiness so that the best interest of your mentee is still realized. Fill out the Mentor Readiness Plan below with some possible next steps.

Your Mentor Readiness Plan

<table>
<thead>
<tr>
<th>Area you miss/ unable to fully commit or follow process</th>
<th>Action(s) you will take to build up your readiness</th>
<th>Action(s) you will take to seek other ways to compensate</th>
</tr>
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</table>
| Example: I don’t have time to mentor this person…     | 1. I will find out what my mentee’s expectations are in terms of meeting frequency.  
                                                          2. I will schedule meetings with mentee over meals. Ask assistant to schedule in advance… | 1. Seek a co-mentor to share the load! or offer more time than I can.  
                                                          2. Mentor on subset of needs. Talk to chief about other needs. |
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