

Creating Expectations

Having clear expectations and guidelines going into a mentoring relationship is key for long-term success. Use this guide with your mentor/mentee to create the parameters of your relationship.

1. What is the best form of communication for both of you?
2. When is the best time to be contacted? (ex. work hours, anytime, mornings, etc.)
3. How often will you meet one-on-one?
4. How often will you interact with other groups/projects outside of an office setting? (Share by Showing mentoring) What are some ideas for those mentoring times?
5. Are there any topics that are off-limits?
6. What other ground rules do you want to establish?

Mid-Course Evaluation

Use this document to check-in about halfway through your mentoring relationship. This will help guide honest feedback about the progress and success of the relationship.

Rate your level of agreement:	Never	Sometimes	Usually	Always
We are upholding our confidentiality agreement				
We meet as frequently as we agreed to at the beginning of the relationship				
Our meetings are beneficial and productive				
We have used the "I Do, You Contribute" model during our relationship				
We have used the "You Do, I Contribute" model during our relationship				
Our communications are effective				
I feel I am growing and developing as a result of this relationship				
The benefits of this relationship make it a worthwhile investment of my time				
I would like to continue this relationship				
TOTALS				

Analysis

Which column where most of your answers in? If they were in the Sometimes/Never columns, have an honest conversation about how to improve. If they were in the Usually/Always columns, keep up the good work and focus on continuous improvement.

Activity

For any of the areas where you marked 'Never', create a specific action item on how to improve that particular aspect of your relationship.