

Career Development Mentoring Program
Mentor Checklist & Skills Assessment

Mentor Checklist

I meet all the following requirements:

- I have been employed by the State for at least six months.
- I have broad organizational knowledge and networking abilities.
- I am committed to being a mentor for at least one year.
- I am committed to being available to my mentee for at least an average of one hour per week.

I have the following traits:

- I am a good listener.
- I am able to give constructive feedback.
- I am committed to other's growth and development.
- I am approachable.
- I am open-minded and able to value different perspectives.
- I am a role model.
- I am encouraging.
- I am positive and sincere.
- I am someone who can admit mistakes and learn from them.
- I am someone who gives.
- I believe in continuous learning
- I have the skills to assess a situation objectively and to take the correct action.

NOTE: Not all traits have to be checked to become a mentor. You and the mentoring program coordinator will discuss this checklist once you have completed it to determine if you are suitable for the program, or if you need any special training before starting the program.

Skills Assessment

There are no right or wrong answers to this skill assessment. It is simply a guide to show what thinks you would be good at mentoring.

This is what I am good at:

People

- ___ advising
- ___ briefing
- ___ communicating
- ___ consulting
- ___ coaching
- ___ facilitating
- ___ following through
- ___ giving feedback
- ___ guiding discussions
- ___ influencing
- ___ initiating
- ___ instructing
- ___ interviewing
- ___ managing
- ___ mentoring
- ___ motivating
- ___ negotiating
- ___ persuading
- ___ public speaking
- ___ selling
- ___ sponsoring
- ___ supervising
- ___ teaching
- ___ training
- ___ tutoring

Data/Information Things

- ___ accounting
- ___ analyzing
- ___ balancing
- ___ budgeting
- ___ collecting
- ___ comparing
- ___ compiling
- ___ computing
- ___ creating
- ___ designing
- ___ estimating
- ___ evaluating
- ___ forecasting
- ___ idea generating
- ___ imagining
- ___ interviewing
- ___ organizing
- ___ planning
- ___ problem solving
- ___ researching
- ___ repairing
- ___ surveying
- ___ sorting
- ___ synthesizing
- ___ systemizing
- ___ agility & speed
- ___ assembling
- ___ calibrating
- ___ constructing
- ___ cooking
- ___ crafting
- ___ growing things
- ___ hammering
- ___ hand & eye coordination
- ___ handling & packing
- ___ finger dexterity
- ___ inspecting
- ___ maintaining
- ___ maneuvering
- ___ manufacturing
- ___ molding
- ___ motor skills
- ___ operating
- ___ painting
- ___ precision
- ___ preparing
- ___ retrieving information
- ___ setting up
- ___ using my hands
- ___ weaving

My top four strengths are:

Please provide any additional information you would like to consider:
