

## Mentoring Checklist

**Mentoring Checklist for the Month of** \_\_\_\_\_

**Directions:** Each month the mentor will chart the time spent with the mentee as well as the progress on short and long term goals. In addition, action plans will be developed and charted for both the mentor and mentee. Monthly the mentor and mentee will agree to the activities and hours by signing this form. The form will only be utilized if there are issues of concern and be presented to the Human Resource department if it is necessary to resolve any differences between the parties. A mentor hours summary log will be completed and submitted to Human Resources at the conclusion of the year to show completion of the mentoring assignment.

Activities	Date Completed	Hours
Each month consider the following theme areas for mentoring: <ul style="list-style-type: none"> <li>Navigating the Position (Understanding the culture, norms and policy etc.)</li> <li>Routines &amp; Practices (Organization and processing of job tasks etc.)</li> <li>Managing stress and fatigue (Relationships, job requirements etc.)</li> <li>Job Demands (Skills required, completion of job duties etc.)</li> </ul>		
Successes		
Challenges		
Progress on Short/Long Term Goals		
Mentor Action Plan	Mentee Action Plan	

Signature of Agreement on monthly mentor activities and action plans:

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Mentor

\_\_\_\_\_

Mentee