

Mentoring Handout #2

Mentoring Checklist

As a mentor, you have the responsibility to:

- ✓ Accept assignment as mentor with only as much accountability as you can handle, e.g. time spent with mentee, etc.
- ✓ Respect the confidence the mentee has placed in you
- ✓ Fulfill your level of commitment as a mentor
- ✓ Follow guidelines as established by the sponsoring organization
- ✓ Not allow personal biases, opinion and values interfere with interaction with mentee
- ✓ Continue only as long as you could be of use to the mentee
- ✓ Stipulate limitations with mentee as outlined by the sponsoring organization
- ✓ Use reasonable judgment when making decisions on behalf of your relationship with the mentee
- ✓ Regularly provide feedback, suggestions and recommendations to the sponsoring organization
- ✓ Encourage others to become either active or more active mentors
- ✓ Team up with other mentor/mentees for paired or group activities
- ✓ Above all else, live as an example (Let your light shine!!!)