



# 108<sup>th</sup> Wing Mentoring Program



Mentor: \_\_\_\_\_

Date: \_\_\_\_\_

Mentee: \_\_\_\_\_

Session #: \_\_\_\_\_

<b>MENTEE CHECKLIST</b> <i>(Mentee should be proactive about professional development and utilize checklist before, during, and after mentoring sessions)</i>	
ITEM	COMMENTS
Mentee consults with mentor on expectations for meetings	
Mentee communicates short-term and long-term goals. Goals should be challenging, but within mentee's capabilities.	
Mentees should be actively involved in their personal education and development. They should develop a mentoring plan that clearly identifies their educational and professional goals. Take ownership of your learning and growth.	
Mentees should gain understanding of the mission and goals of the USAF, ANG, NJANG, 108 <sup>th</sup> Wing, and Squadron	
Mentees should possess a learning attitude, be open to feedback, and be willing to accept new challenges.	
Mentees should volunteer for developmental opportunities such as deployments, ADOS tour, Wing Councils, Honor Guard, First Sergeant Duty, SEJPME, etc.	
Mentee explores professional developmental opportunities on MyVECTOR for achieving goals and objectives	
Mentee records discussed topics and feedback in the Mentoring Plan	
Mentee amends the Mentoring Plan as needed by focusing on developmental needs	
Mentee evaluates success of mentoring relationship	

**Reference: Amended from Attachment 2 AFH36-2643 17 MAY 2019**



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## **Effective Questions to ask yourself:**

- What is my goal?
- Where do I want to be?
- Are my objectives clear & well defined?
- Am I comfortable asking for what I want?
- Am I open to hearing new ideas and perspectives?
- Am I receptive to constructive feedback?
- Am I willing to change or modify my behaviors?
- Do I consistently follow through on commitments?
- Do I make an effort to instill trust?
- Do I openly show appreciation and gratitude?

## **Effective Questions to ask your Mentor:**

- What do we expect to gain from our relationship?
- What do you value in a working relationship?
- Have you mentored others successfully?
- If you wanted to encourage innovative ideas, how would you go about it?
- What's the best way to keep your eye on future results?
- What do you do to live a balanced life?
- What skills can I develop at this stage in my career that will be the most individually rewarding and at the same time the most beneficial to the organization?
- If you found yourself in a position that you knew was not maximizing you full potential, what would you do?
- What is the best piece of professional advice you've ever received - and used or implemented?
- What traits impress you the most in a working professional?

## **Effective Feedback to give your Mentor:**

- Whether the advice or guidance they offered was beneficial and solved an issue
- Whether the mentor communication style and/or actions facilitate a positive mentoring experience
- Whether the mentor communication style and/or actions create challenges to a positive mentoring experience