



108th Wing Mentoring Program



Mentor: _____

Date: _____

Mentee: _____

Session #: _____

MENTOR CHECKLIST	
<i>(Mentor should share in the mentee's career development journey and utilize checklist before, during, and after mentoring sessions)</i>	
ITEM	COMMENTS
Mentor reviews mentee's education, training, experience, and career field development path	
Mentor guides mentee to make decisions based on personal reflections, analytical thinking, and discussion	
Mentor asks mentee questions to stimulate growth	
Mentor ensures discussed topics and feedback are recorded in the Mentoring Plan	
Mentor explores professional developmental opportunities for achieving goals and objectives	
Mentor encourages mentee to reflect regularly on goals, achievement, and areas for improvement	
Mentor discusses with the mentee amendment of the Mentoring Plan	
Mentor evaluates success of mentoring relationship	

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



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Effective Questions to ask Mentee:

- What do you want to gain?
- What do you want to be known for?
- What do you understand the issue to be?
- What tells you that your assessment is correct?
- What are other people's perceptions of this issue?
- What assumptions are you making here?
- What other ideas do you have?
- What did you learn from past experiences that you did not expect to learn?
- What are the reasons behind an issue?
- Have you tried to resolve this issue before? Why or why not? If yes, what was the result?
- What choices do you have?
- What progress have you made?
- How are you using the things/ideas we have spoken about?
- What results are you looking for?
- What strategies come to mind when looking at a situation?
- What resources are available to help you move forward?
- What forces may help and/or hinder you?
- What key players do you need help from?
- How will you apply your new skill?

Tips for Effective Listening & Feedback:

- Give your mentee your individual attention
- Stay off your phone, computer, and avoid disruptions
- Hear the mentee out - avoid interrupting
- Be aware of your non-verbal cues e.g. nodding of head to show understanding or agreement, smiling, and maintaining eye contact, relaxed arm and hand placement, sitting slightly forward, interested/neutral facial expression
- To ensure you heard the mentee correctly paraphrase and summarize, use calm tone of voice / even voice volume