

DOD Mentoring Resource Portal

MENTORING PROGRAM MATCHING - TOOLS FOR MENTEES

Mentor/Mentee Matching

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Purpose:

To provide Mentees with the right set of questions to consider before accepting a Mentor

Audience:

Mentees

How to Use:

- **Step 1:** Customize the Tools for Mentees and make any adjustments or additions to fit specific DOD Component/Agency needs.
- **Step 2:** Share this mentoring resource with Mentees

Common Terms

The following are common terms associated with the DOD Mentoring Resource Portal:

Mentor, also known as Advisor, is a trusted counselor or guide who is involved in the development and support of one who is less experienced.

Mentee, also known as Protégé or Learner, is the more junior person being mentored.

Mentoring Program Coordinator, also known as Mentoring Program Manager, is responsible for the overall management of the Mentoring Program.

Information Source Disclaimer

Most of the information on this mentoring resource was obtained from the [NAVY Personnel Command - Protégé Toolkit Version 1.0](#) document. All content is provided for informational purposes only.

1.0 QUESTIONS FOR THE MENTEE TO CONSIDER BEFORE ACCEPTING A MENTOR:

1. What qualities are you seeking in a Mentor? If possible, state the relative importance of each quality.
2. What are your career goals?
3. What are your strengths and weaknesses?
4. Which is the most serious weakness? Which presents the greatest skill gap?
5. Check your perceptions. How do others (supervisor, Mentor(s), colleagues) see your developmental needs?
6. Does the prospective Mentor have knowledge and experience in the areas you are interested in exploring?
7. Is the Mentor good at what they do?
8. Is the Mentor an achiever?
9. Is the Mentor a good role model?
10. Are they well respected within the organization?
11. What is the Mentor's ability to develop alliances within the organization?
12. Is the Mentor supportive and respectful of others?
13. What would you say would be the best outcome(s) of working with a Mentor?
14. What would your Mentor need to know about you in order to provide the mentoring you are seeking?
15. Will the Mentor be able to commit time and resources to the relationship?
16. Does the Mentor value the **[Insert DOD Component/Agency Name]**/ enjoy the challenges/ and understand the vision, mission and values of the larger organization?
17. Will you feel comfortable talking with the Mentor honestly; do you trust them?
18. Will the Mentor take a genuine interest in your development? Are they enthusiastic about mentoring?
19. Will the Mentor give you honest feedback about yourself and your developmental needs?
20. Can the Mentor help you find the opportunities to gain visibility/demonstrate your capabilities? Does the Mentor have a network?
21. Will the Mentor give you candid information about the organization and be willing to share knowledge experience and insights?
22. Is the Mentor a good teacher/coach/motivator?
23. What do other employees say about the Mentor, as a Mentor?