

DOD Mentoring Resource Portal

MENTORING PROGRAM MATCHING - TOOLS FOR MENTORS

Mentor/Mentee Matching

MENTORING PROGRAM MATCHING – TOOLS FOR MENTORS

Purpose:

To provide helpful tools to assist Mentors achieve a successful mentoring relationship

Audience:

Mentors

Instructions for Mentoring Program Coordinator:

- **Step 1:** Customize the Mentoring Program – Tools for Mentors and make any adjustments or additions to fit specific DOD Component/Agency needs.
- **Step 2:** Share Mentoring Program Matching Tools for Mentors

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 – Mentor Toolkit Version 1.0](#) and [the Director of Administration and Management, Enterprise Mentoring, WHS – Advisor Toolkit](#) document. All content is provided for informational purposes only.

1.0 MENTOR INTERVIEW QUESTIONS

Use the questions below to interview potential Mentees and help you find a good match for a mentoring relationship.

- What interested you in the **[Insert DOD Component/Agency Name]**?
- Why did you select this career?
- What would you like to accomplish as a protégé?
- What expectations do you have about a Mentor/Mentee relationship?
- What qualities do you think are most important in a Mentor?
- What do you see as your role in this partnership?
- What do you like most about your job?
- What do you like least about your job?
- What work activity is most challenging for you?
- What work-related skills are you good at?
- Where would you like to make improvements?
- When you have leisure time, what do you like to do?

2.0 QUESTIONS FOR THE MENTOR TO CONSIDER BEFORE ACCEPTING A MENTEE

1. Based on available information, is the employee competent and credible? Yes No
2. Based on available information, does the prospective Mentee show:
 - Ambition? Yes No
 - Desire to learn? Yes No
 - Initiative? Yes No
 - Good judgment? Yes No
 - Desire and ability to accept higher level, additional or different responsibilities? Yes No
 - Loyalty? Yes No
 - Similar perceptions of work and the organization? Yes No
 - Ability to establish alliances and work as a team player? Yes No
 - Ability to learn and demonstrate organizational savvy? Yes No
 - Ability to accept candid information and feedback? Yes No

- Ability to keep confidences? Yes No
- Positive attitude? No Yes
- Maturity? Yes No