



Career Development Mentoring Program  
Mentor Checklist & Skills Assessment

Mentor Checklist

I meet all the following requirements:

- I have been employed by the State for at least one year.
- I have broad organizational knowledge and networking abilities.
- I am committed to being a mentor for at least one year.
- I am committed to being available to my mentee for at least an average of one hour per week.

I have the following traits:

- I am a good listener.
- I am able to give constructive feedback.
- I am committed to others' growth and development.
- I am approachable.
- I am open-minded and able to value different perspectives.
- I am a role model.
- I am encouraging.
- I am positive and sincere.
- I am someone who can admit mistakes and learn from them.

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\_\_\_ I am someone who gives.

\_\_\_ I believe in continuous learning.

\_\_\_ I have the skills to assess a situation objectively and to take the correct action.

NOTE: Not all traits have to be checked to become a mentor. You and the mentoring program coordinator will discuss this checklist once you have completed it to determine if you are suitable for the program, or if you need any special training before starting the program.

## Skills Assessment

There are no right or wrong answers to this skill assessment. It is simply a guide to show what things you would be good at mentoring.

This is what I am good at:

### People

- \_\_\_ advising
- \_\_\_ briefing
- \_\_\_ communicating
- \_\_\_ consulting
- \_\_\_ coaching
- \_\_\_ facilitating
- \_\_\_ following through
- \_\_\_ giving feedback
- \_\_\_ guiding discussions
- \_\_\_ influencing
- \_\_\_ initiating
- \_\_\_ instructing
- \_\_\_ interviewing
- \_\_\_ managing
- \_\_\_ mentoring
- \_\_\_ motivating
- \_\_\_ negotiating
- \_\_\_ persuading

### Data/Information Things

- \_\_\_ accounting
- \_\_\_ analyzing
- \_\_\_ balancing
- \_\_\_ budgeting
- \_\_\_ collecting
- \_\_\_ comparing
- \_\_\_ compiling
- \_\_\_ computing
- \_\_\_ creating
- \_\_\_ designing
- \_\_\_ estimating
- \_\_\_ evaluating
- \_\_\_ forecasting
- \_\_\_ idea generating
- \_\_\_ imagining
- \_\_\_ interviewing
- \_\_\_ organizing
- \_\_\_ planning
- \_\_\_ agility & speed
- \_\_\_ assembling
- \_\_\_ calibrating
- \_\_\_ constructing
- \_\_\_ cooking
- \_\_\_ crafting
- \_\_\_ growing things
- \_\_\_ building
- \_\_\_ hand & eye coordination
- \_\_\_ handling & packing
- \_\_\_ finger dexterity
- \_\_\_ inspecting
- \_\_\_ maintaining
- \_\_\_ maneuvering
- \_\_\_ manufacturing
- \_\_\_ molding
- \_\_\_ motor skills
- \_\_\_ operating





- public speaking
- selling
- sponsoring
- supervising
- teaching
- training
- tutoring

- problem solving
- researching
- repairing
- surveying
- sorting
- synthesizing
- systemizing

- painting
- precision
- preparing
- retrieving information
- setting up
- using my hands
- weaving

My top four strengths are:

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Please provide any additional information you would like to consider:

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