

#### MENTORING PROGRAM ASSESSMENT - MENTEE

## **Purpose:**

The intent of this resource is to gather feedback from program participants regarding their overall experiences with the [Insert DOD Component/Agency] Mentoring Program.

#### **Audience:**

Mentees

#### How to Use:

Use this feedback in its entirety, or select specific questions you find most relevant for your Mentoring Program. You may use the assessment in its current format and collect the data manually, or enter the questions into your preferred technology platform that automatically aggregates the information for you.

- Step 1: Enter organization-specific information in place of the [bracketed, red font].
- Step 2: Customize the assessment by adding questions specific to your organization or removing questions that are not applicable.
- Step 3: Distribute this document to the Mentees participating in the program.
- Step 4: Once the Mentees return the assessment, aggregate the responses for each question.
- Step 5: Enter the results into an Excel sheet to track year-over-year data.

### **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 Mentorship Program

Assessment/Feedback, Secretary of the Navy, Command Mentor Team document. All content is provided for informational purposes only.

# DOD MENTORING RESOURCE PORTAL

Mentoring Program Assessment - Mentee

1. Optional Information					
Name					
My Mentor and I attended a mentoring orientation  Yes  No		A mentoring agreement was c	ompleted Yes	No	
2. Mentoring Assessment/Feedback					
	Disagree Strongly	Disagree	Neither Agree or Disagree	Agree	Agree Strongly
My Mentor and I had an understanding of our mentoring relationship.					
Our mentoring goals were clear.					
My Mentor was available when I needed him/her.					
My Mentor and I followed an action plan					
Our meetings were purposeful and timely.					
Having a Mentor was a rewarding experience.					
My expectations regarding the Mentoring Program were fulfilled.					
There was a sense of continuing progress, development.					
My Mentor gave honest feedback.					
Mentoring directly affected my advancement and retention.					
I had adequate time to meet with my Mentor.					
Resources/training were available when needed.					
Mentee training was beneficial.					
My chain of command supported my participation in the Mentoring Program.					
I have experienced greater job satisfaction as a result of mentoring.					
I would recommend mentoring to anyone I meet.					

# DOD MENTORING RESOURCE PORTAL

Mentoring Program Assessment - Mentee

Did you achieve the objectives you set for this program?	Yes	No	Comments			
I pursued additional training or professional development activities as a result of the mentoring discussions	Yes	No	Comments			
Are you planning to continue the mentoring relationship?	Yes	No	Comments			
Please provide comments on any helpful advice, assignment or training, suggested by your Mentor:						
How can we improve the Mentoring Program? (Please provide specific examples)						