

Mentoring Checkpoint Review Template (Mid-Program)

Purpose: This template creates a formal check-in at the halfway mark of the Cultivation Phase. In support of our mission to connect, empower, and develop DoW civilian employees, it allows the pair to assess progress against the Mentoring Action Plan, recalibrate goals if mission requirements have changed, and ensure the relationship remains productive and keeping the partnership on track to cultivate continuous learning, growth, and leadership.

How to Use This Tool (For the Mentor): Set aside time to walk through this checkpoint together with your mentee. Use it as a guide for an open, honest conversation - not a test. Listen actively, celebrate progress, and adjust the plan as needed. The goal is to recalibrate and re-energize the relationship for the second half.

Mentor Name: _____

Mentee Name: _____

Date of Review: _____

Progress on the Mentoring Action Plan

1. How are we tracking against our goals overall?

☐ Ahead of plan ☐ On track ☐ Slightly behind ☐ Need to recalibrate

2. Which goals need more focus or adjustment?

3. What are our biggest wins so far?

4. Have any mission requirements, priorities, or circumstances changed since we began?

☐ No change ☐ Minor changes ☐ Major changes and goals need updating

If changed, what's different now?

How's the Relationship Working?

5. What's working well that we want to keep doing?

6. What could make our sessions even more valuable? (e.g., meeting frequency, topics, format, communication)

7. Overall, how productive has this relationship felt so far?

☐ Very Productive ☐ Productive ☐ Somewhat productive ☐ Needs improvement

Looking Ahead

8. What are our top 1–3 priorities for the second half?

9. What adjustments will we make to the Mentoring Action Plan?

10. What support or resources do we need moving forward?