

MENTOR READINESS ASSESSMENT

Effective and Ineffective Characteristics of a Mentor

The ten characteristics below serve as a measure for determining your readiness to be a mentor. There are five effective and five ineffective characteristics described.

Read over the characteristics listed below, and then complete the survey that follows to determine how ready you are to engage a mentee.

Effective Characteristics

- 1. Spot the Potential & Believe in Others**
Effective mentors have a positive view of others that greatly increases how much learning can be transferred.
- 2. A Networked & Resourceful Guide**
Effective mentors enjoy a positive reputation and are held in high regard. They act as a repository of information and provide just-in-time learning.
- 3. Display Patience and Tolerance**
Effective mentors allow mentees to make mistakes and use the mistakes as opportunities to learn.
- 4. Give Encouragement**
Effective mentors possess the ability to build up mentees' self-esteem and encourage them.
- 5. See the Big Picture**
Effective mentors have a larger perspective that helps them generate useful suggestions and bring up points that the mentee would otherwise not consider.

Ineffective Characteristics

- 1. Too Busy to Mentor**
Being busy doesn't have to kill a mentoring relationship; however, being too busy will. If you are forgetful, fail to return phone calls, miss scheduled meetings, or are not accessible in an hour of need, then you are too busy to be a mentor.
- 2. Use the Mentee as Help**
Instead of having the mentee's best interests at heart, you pass on responsibilities, assignments and loads of extra work that you don't want to do.
- 3. Overly Critical**
If you are a criticizing mentor, you always point out why something is wrong. You feel that your position gives you a right to point out mistakes—all of them.
- 4. Not with the Times**
You do not keep pace with the times and don't know the current trends, issues or strategic business case of your company. In today's fast-paced information world, mentees need mentors who are keeping pace with the times.
- 5. Ego Striving**
If you feel it might endanger your spotlight if your mentee becomes more successful than you, then mentoring is not for you. Always having to be a notch up on the mentee will interfere with the free sharing of learning.

MENTOR READINESS ASSESSMENT

Mentor Characteristics Survey

Take a few minutes and complete the following Mentor Characteristics Survey.

This survey should be completed to assess whether you're ready to be a mentor or not. Assess each characteristic by asking: *Am I...? or Do I...?*

Circle the appropriate number using the scale below as a guide:

- 1=Always**
- 2=Frequently**
- 3=Sometimes**
- 4=Rarely**
- 5=Never**

Effective Characteristics	Always					Never
	1	2	3	4	5	
1. Spot the Potential & Believe in Others	1	2	3	4	5	
2. A Networked & Resourceful Guide	1	2	3	4	5	
3. Display Patience and Tolerance	1	2	3	4	5	
4. Give Encouragement	1	2	3	4	5	
5. See the Big Picture	1	2	3	4	5	
Ineffective Characteristics	Always					Never
	1	2	3	4	5	
1. Too Busy to Mentor	1	2	3	4	5	
2. Use the Mentee as Help	1	2	3	4	5	
3. Overly Critical	1	2	3	4	5	
4. Not with the Times	1	2	3	4	5	
5. Ego Striving	1	2	3	4	5	

Based on this evaluation, are you ready to become a mentor? If not, what would need to be done in order to get ready?
