

# Mentoring skills: self-assessment questionnaire

## 3 steps to the activity realisation



### Step 1 – preparation phase

Being in a mentoring or coaching relationship both parties (mentors and mentees) have knowledge and competencies that are their own. The aim of the mentoring and coaching relationship is to improve skills during the process. For the purposes of beginning the mentoring process, it is recommended that the mentor and the mentee self-assess themselves in the field of shared core skills, which are addressing their ability with the other party as well as self-assess the specific skills, which are just for the mentee and the mentor. Therefore, if you are a mentor, you fill out part I and II and if you are a mentee you fill out part I and III, which you will find below in the body text.

### Step 2 – activity phase

Task directions: assess your potential to be a successful mentor and mentee by rating yourself on the following mentoring skills. For each skill, circle the appropriate number. Total the number for each part (I, II and III), and read the interpretations (Phillips-Jones, 2003a, p. 10).

#### Part I. Shared Core Skills

		Excellent	Very Good	Adequate	Poor
1	Listening Actively	5	3	1	0
2	Building Trust	5	3	1	0
3	Encouraging	5	3	1	0
4	Identifying Goals	5	3	1	0
Subtotal Core skills _____					

Both mentors and mentees should utilize the following core skills in their mentoring partnerships.



Type of activity: Co-coaching

Value of the activity: Aim of this activity is to improve coaching relationship between mentors and mentees.



Timing:

Up to 30 minutes

#### Activity follow-up:

Further reading:  
Phillips-Jones, L. (2003b). The Mentee's Guide: How to Have a Successful Relationship with a Mentor. CCC/The Mentoring Group.



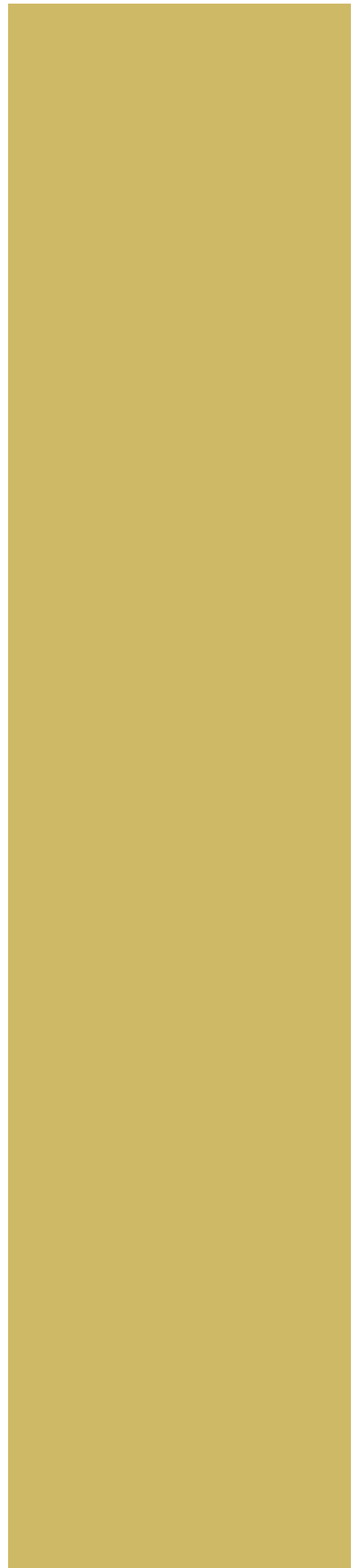
#### Other value case box components:

If you work in a team it is beneficial to give this questionnaire to your co-workers as well, and maybe in a group feedback you can compare interpretations if you wish to share.

Part II. Mentor – Specific Skills

		Excellent	Very Good	Adequate	Poor
1	Instructing / Developing Capabilities	5	3	1	0
2	Inspiring	5	3	1	0
3	Providing Corrective Feedback	5	3	1	0
4	Managing Risks	5	3	1	0
5	Opening Doors	5	3	1	0
Subtotal Core skills _____					

In addition to the core mentoring skills described above, mentors use several specific competencies in an attempt to help mentees develop.



Part III. Mentee – Specific Skills

In addition to the core skills described earlier, mentees need to be competent in several areas.

		Excellent	Very Good	Adequate	Poor
1	Acquiring Mentors	5	3	1	0
2	Learning Quickly	5	3	1	0
3	Showing Initiative	5	3	1	0
4	Following through	5	3	1	0
5	Managing the Relationship	5	3	1	0
Subtotal Core skills _____					

### Step 3 – wrap up phase

Part I. Shared Core Skills

16 – 20 / Excellent core skills; you could coach others; concentrate improvement efforts on fine-tuning your style;

11 – 15 / Very good skills; continue to polish those skills that will make you even more effective and desirable as a mentor or mentee;

6 - 10 / Adequate core skills; work on your less-developed skills in order to have better relationships;

5 or under / You will benefit from mentoring and practice on core skills; acquire training or mentoring and observe others who have strong skills.

Part II. Mentor – Specific Skills

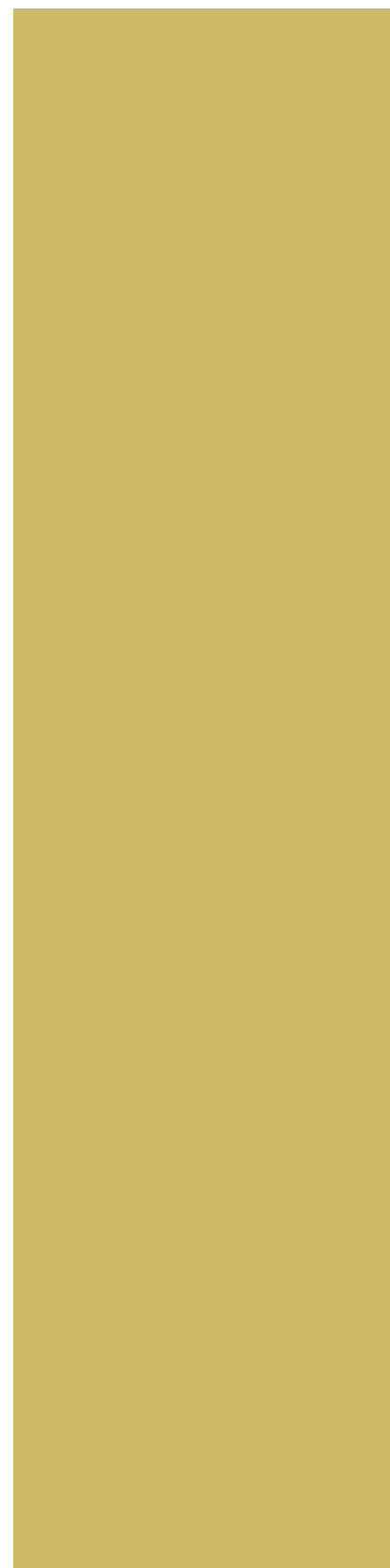
20 - 25 / Excellent mentor skills; you can coach others; concentrate improvement efforts on fine-tuning your style with particular mentees;

15 - 19 / Very good skills; continue to polish those skills that will make you even more effective and desirable as a mentor;

10 - 14 / Adequate mentor skills; work on your less-developed skills in order to acquire strong mentees and have better relationship with them;

9 or under / You will benefit from mentoring and practice on mentor skills; acquire training or mentoring and observe others who have strong skills.

Part III. Mentee – Specific Skills



20 - 25 / Excellent mentee skills; you could coach other mentees; concentrate improvement efforts on fine-tuning your style with particular mentors;

15 - 19 / Very good skills; continue to polish those skills that will make you even more effective and desirable as a mentee;

10 - 14 / Adequate mentee skills; work on your less-developed skills in order to acquire strong mentors and have better relationship with them;

9 or under / You will benefit from mentoring and practice on mentee skills; acquire training or mentoring and observe others who have strong skills.

Your notes:

V ...

V ...

V ...

V ...

V ...

V ...