

Mentoring Questionnaire

Complete the questionnaire and submit to the human resources department.

Position Overview – This section provides an overview of your position

Name: _____

Job title: _____

Department: _____

Date started in this position: _____ How long with the Org.: _____

Role and responsibilities:

What is your preferred method of communication (i.e., virtual, in person, email, phone)?

Career Objectives, Achievements, Performance, Unique Experiences and Progression

Goals and objectives for the next 12 months:

Describe how easy or difficult it will be to achieve these:

Describe key achievement (include all achievements that you are proud of, note measurables where possible):

What was your performance rating for the last year, including comments indicating why you received that rating?

Describe any unique experiences you have in your position (e.g., leading a project, etc.):

Summarize how you have progressed in your career over the last 5-10 years:

Competencies, Qualifications, Training and Language Proficiency – This section will enable you to get an idea of the skills and competencies you have developed in your current position and over the last few years.

List key skills and competencies used in your current role:

List skills or competences you would like to further develop:

List educational achievements, including name of institution and year:

List training and development history:
