



PT WORK Force™

Mentoring Checklist – Characteristics of a Good Mentor

Informal mentoring is a great way to assist new and younger employees to learn about their role, the business and more about the company itself. Informal mentoring is a relationship between two employees, where the mentor provides a listening ear and commentary on the issue being discussed by “someone who has been there”. The mentor acts as both a confidant as well as someone who can offer advice through experiential stories.

Best in Class Mentor programs offer “self-selection” if possible, that way there is genuine interest by both parties. Some formal Mentor Programs assign partners. These programs require the Mentor to be sincerely interested in spending time and energy in the best interest of the person they are assigned in order to succeed.

Below is a list of the characteristics of a good mentor. Do you fit the qualifications?

A mentor should be someone who is willing to:

- Listen objectively and without judgement
- Offer support and empathy
- Ask probing questions
- Be willing to share both successful and unsuccessful experiences
- Willing to take advice from their mentee when appropriate
- Be able to listen and not try to fix an issue for a mentee
- Be available when the mentee calls
- Has an appropriate presence in the organization
- Is seen as a successful leader who has wisdom
- Keep conversations with mentee confidential
- Let the mentee try things their own way, but offer ‘what if’ or ‘any other ideas’ to jumpstart their thinking
- Be willing to thank the mentee for their time, conversation and openness
- Find an area or two where the mentee can provide advice to the mentor