

**APPENDIX A – MENTORING LOG**

Directions: Read through this Log before your first meeting with your protégé and fill in what you can. Be sure to structure your first meeting so that you will be able to answer most of the questions after the meeting. Maintain the log by describing each meeting.

**1. Background information on the protégé/mentor:**

Name \_\_\_\_\_

Preferred name or nickname \_\_\_\_\_ Date of employment \_\_\_\_\_

Job Title \_\_\_\_\_ Department \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone: (daytime) \_\_\_\_\_ (evening) \_\_\_\_\_

Fax number \_\_\_\_\_ Cellular \_\_\_\_\_

Educational background \_\_\_\_\_

\_\_\_\_\_

Professional or work background \_\_\_\_\_

\_\_\_\_\_

Manager/Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Other information \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**2. Mentoring Partnership Will Cover Period \_\_\_\_\_ to \_\_\_\_\_**

**3. Protégé's Tentative Career Plans and Ideas:**

(Note where the protégé is now and what he is considering doing later. Protégé, include your development plans.)

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**4. Assistance Needed By Protégé:**

(Mentors, ask protégé for this, and add ideas based on your experience. Refer to Development Plans. Protégé list what you need.)

- Immediate: 

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- Longer term: 

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**5. Specific Assistance I Can Provide as a Mentor or Need as a Protégé:**

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**6. Other Individuals or Resources that May Be Helpful:**

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**7. My Time Limits or Constraints on this Partnership:**

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**8. How I Will Know That My Protégé/Mentor And I Have Been Successful In Our Efforts:**

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**9. Log of Meetings and Other Activities with Mentor/Protégé:**

**1<sup>st</sup>** \_\_\_\_\_  
(Date, time and location)

Purposes/Assistance \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments After \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Follow-up Steps:  
Mine \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mentor's/Protégé's \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2<sup>nd</sup>** \_\_\_\_\_  
(Date, time and location)

Purposes/Assistance \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments After \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Follow-up Steps:  
Mine \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mentor's/Protégé's \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3<sup>rd</sup>** \_\_\_\_\_  
(Date, time and location)

**STRATEGIES FOR SUCCESS IN MENTORING**

Purposes/Assistance \_\_\_\_\_

Comments After \_\_\_\_\_

Follow-up Steps:

Mine \_\_\_\_\_

Mentor's/Protégé's \_\_\_\_\_

**4th** \_\_\_\_\_

*(Date, time and location)*

Purposes/Assistance \_\_\_\_\_

Comments After \_\_\_\_\_

Follow-up Steps:

Mine \_\_\_\_\_

Mentor's/Protégé's \_\_\_\_\_