**Mentoring Questionnaire**

(Created by Patrick Merlevede)

**Fill out the following questionnaire with the following question in mind: “If someone else was to asked to describe me, what would be their feedback on the following statements?”**

**Step1:** Next to each question, write your score: 0 pints for a n answer in the first column (with heading 2never”), 1 point for an answer in the second column (with header “once or twice”) and so on till you reach four points for an answer in the fifth column.

**Step 2:** Calculate your score for each area – see next sheet to transfer scores

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | Never | Once or Twice | Occasionally | Repeatedly at various times | Extremely frequently |
| 1 | Is passionate about helping others to develop themselves | 0 | 1 | 2 | 3 | 4 |
| 2 | Admit their own mistakes and confront unethical actions in others | 0 | 1 | 2 | 3 | 4 |
| 3 | Articulates personal vision, mission, and values | 0 | 1 | 2 | 3 | 4 |
| 4 | Separates facts from interpretations, assumptions and opinions | 0 | 1 | 2 | 3 | 4 |
| 5 | Reads between the lines when others state their point of view | 0 | 1 | 2 | 3 | 4 |
| 6 | Takes a tough, principled point of view even if this is unpopular | 0 | 1 | 2 | 3 | 4 |
| 7 | Gives guidance in a way that is appropriate with the attitude and the current skills and knowledge of the person | 0 | 1 | 2 | 3 | 4 |
| 8 | Makes sure the action plan is specific, positive, and measurable | 0 | 1 | 2 | 3 | 4 |
| 9 | Analyzes the reasons for personal successes and failures, helps others to do likewise | 0 | 1 | 2 | 3 | 4 |
| 10 | Builds rapport and encourages open communication | 0 | 1 | 2 | 3 | 4 |
| 11 | Refers to the organizational mission and values when discussing alternatives and taking decisions | 0 | 1 | 2 | 3 | 4 |
| 12 | Handles difficult people and tense situations with diplomacy and tact | 0 | 1 | 2 | 3 | 4 |
| 13 | Knows how to make the most of current job responsibilities for further development and helps others to do so | 0 | 1 | 2 | 3 | 4 |
| 14 | Asks questions to clarify and ensure understanding | 0 | 1 | 2 | 3 | 4 |
| 15 | Strives to find win-win solutions | 0 | 1 | 2 | 3 | 4 |
| 16 | Takes other's emotions into account while communicating and adapts own emotions accordingly | 0 | 1 | 2 | 3 | 4 |
| 17 | Can be trusted with sensitive information and maintains confidentiality | 0 | 1 | 2 | 3 | 4 |
| 18 | Gives feedback, indicating specific observable behaviours | 0 | 1 | 2 | 3 | 4 |
| 19 | Helps others to identify and to deal with limiting beliefs | 0 | 1 | 2 | 3 | 4 |
| 20 | Networks inside and outside the organization in order to gain better information based on multiple perspectives | 0 | 1 | 2 | 3 | 4 |
| 21 | Helps others to formulate concrete and achievable actions | 0 | 1 | 2 | 3 | 4 |
| 22 | Has engaged in career discussions helping others to plan their careers based on values, attitude, and competencies | 0 | 1 | 2 | 3 | 4 |
| 23 | Adapts in order to persuade their audience with the right message | 0 | 1 | 2 | 3 | 4 |
| 24 | Supports responsible risk taking in response to business opportunities and person's growth | 0 | 1 | 2 | 3 | 4 |
| 25 | Aligns their behaviour and personal goals with personal values and mission | 0 | 1 | 2 | 3 | 4 |
| 26 | Acknowledges differences within groups and between worldviews and acts appropriately to include them based on their merit | 0 | 1 | 2 | 3 | 4 |
| 27 | Spots and nurtures opportunities for collaboration | 0 | 1 | 2 | 3 | 4 |
| 28 | Builds trust through their reliability and authenticity | 0 | 1 | 2 | 3 | 4 |
| 29 | Asks for feedback to discover their own blind spots and helps other to do likewise | 0 | 1 | 2 | 3 | 4 |
| 30 | Uses stories and cases to illustrate the point they are trying to make | 0 | 1 | 2 | 3 | 4 |
| 31 | Leads a varied life, with time for all their interests | 0 | 1 | 2 | 3 | 4 |

**Scoring Grid – Transfer your scores from the questionnaire to this grid**

(Write in score underneath question number and total across the row)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **Q** | **Q** | **Q** | **Q** | **Q** | **Q** | **Total** |
| **FB** | Feedback, action plans, and conflict handling | ***4*** | ***8*** | ***15*** | ***18*** | ***21*** | ***29*** | Max 24 |
| **QA** | Question asking and analysis | ***5*** | ***9*** | ***14*** | ***20*** |  |  | Max 16 |
| **CO** | Communication | ***10*** | ***12*** | ***16*** | ***23*** | ***26*** | ***30*** | Max 24 |
| **VM** | Values and mission, balance | ***3*** | ***11*** | ***19*** | ***31*** |  |  | Max 16 |
| **IN** | Integrity and Trust | ***2*** | ***6*** | ***17*** | ***25*** | ***28*** |  | Max 20 |
| **CD** | Career Development | ***1*** | ***7*** | ***13*** | ***22*** | ***24*** | ***27*** | Max 24 |

**Interpretation of your score**

The questionnaire was testing you for two types of skill.

**Short-term mentoring skills: FB + QA + CO = ……………………**

(Maximum score = 64)

This heading includes skills such as connecting with people, relating, feedback skills, formulating well-formed outcomes, asking questions, analyzing an issue, finding patterns, challenging persons to grow, adjusting communication, communicating metaphorically, etc.

**Your FB score:**  ………………….  ***Feedback and conflict-handling skills***

(Maximum: 24)

Giving good feedback and accepting feedback requires being able to separate facts from interpretation and deal with blind spots, and acting upon the feedback. Similar skills are needed for handling conflicts and turning them into win-wins.

**Your QA score:** ………………….. ***Analytical skills***

(Maximum: 16)

The first task for analysis is gathering enough information, where question-asking skills come in handy. Once we have the information, we need to structure it, finding the pattern that connects.

**Your CO score:** ………………… ***Communication skills***

(Maximum: 24)

We never succeed in communicating all details of a subject and there is always the risk of our being misunderstood. If you evaluate the quality of your communication based on the effect it has, this motivates you to adapt your message for your communication partner.

**Long-term mentoring skills: VM + IT + CD = …………………………**

(Maximum score = 60)

This heading includes skills such as formulating vision and mission, clarifying values and dealing with limiting beliefs, dealing with integrity and being congruent, balancing different areas of your life etc.

**Your VM score: …………………….. *Motivation, values, mission, and balance***

(Maximum: 16)

The worst that can happen is that you look back at your life and conclude that you haven't been doing the things you would like to have done, because you didn't have the time or lacked the courage to act in accordance with your values or pursuit of your mission in life. This competence cluster includes the necessary skills to avoid falling into these traps.

**Your IN score: …………………… *Integrity and trust building***

(Maximum: 20)

Are you willing to walk your talk, to go that extra mile to keep your promises? Your reputation and ability to inspire confidence are crucial for a constructive mentoring relationship.

**Your CD score: ………………….. *Career-development skills***

(Maximum: 24)

Career development is one of the prime purposes of mentoring. It involves being able to find out what motivates your protégé, how they prefer to organize their work, and what they value or want for their future.