

Sample – Firm Mentor program Planning Questionnaire

Notes

To initiate a mentoring program, it is necessary to assign an individual or team that will be responsible for coordination of the overall program. The scope of responsibilities for that individual or team needs to be considered and appropriate job specifications developed. To assist in this task, it may be helpful to develop a mentor program planning questionnaire for firm stakeholders to complete.

This sample questionnaire provides a template for you to customize as you clarify the program goals and scope. Your program planning questionnaire will serve as the backbone for implementation of your mentor program.

Job Aid

How does the mentor program integrate into the overall strategic plan of the firm?

How will the mentor program engage employees?

What are the operational guidelines and training for the mentor program?

Does the executive management team support the program?

Does the firm see the mentor program as a valuable career professional development opportunity for its leaders?

Is the firm willing to have the necessary resources to implement a successful program?

What is the initial scope of the firm's mentor program?

Will there be an initial pilot program?

Has the firm answered the who, what, where and when questions for participation?

How will the firm choose the mentees and mentors?

How will the firm train, recruit, select, match and orient the participants?

Who will be responsible for the day-to-day operations of the mentor program?

What will be the measurement of success for the mentor program?

What are the goals and procedures of the mentor program?

A mentor program is only as strong as the executive sponsorship. A thorough organizational assessment and plan will help all members of the firm understand the connection to the goals of the firm.