

# Quarterly or Semi-Annual Review

Date: \_\_\_\_\_

Location: \_\_\_\_\_

Mentee: \_\_\_\_\_

Mentor: \_\_\_\_\_

Review Type:       Quarterly       Semi-Annual

DIRECTIONS: Use this form as an opportunity to assess the progress of your mentoring relationship and progress as a team. If the "Mentoring Worksheet" has been used regularly throughout your meetings, they can be used to support this review. The objective of this tool is to help assess the mentoring relationship throughout the partnership timeframe. This can help provide feedback and direction to those participating.

Things mentee does well:

Things mentee can improve on:

Mentee's satisfaction rating with the relationship:

Very Satisfied     Satisfied     Neutral     Unsatisfied     Very Unsatisfied

Things mentor does well:

Things mentor can improve on:

Mentor's satisfaction rating with the relationship:

Very Satisfied     Satisfied     Neutral     Unsatisfied     Very Unsatisfied

Progress made/Successes to celebrate:

Challenges (situations and feelings about them):

Specific goal(s)/topic(s) for this review:

Key learnings from this review:

Follow-up actions:

Mentee:

Mentor:

Next meeting date, location, and tentative topic(s):

**Next Meeting Date:** \_\_\_\_\_

**Location for Next Meeting:** \_\_\_\_\_

