# C:\Users\bruesc1\Desktop\logo.jpg

# eLEET: Electronic Laboratory Employee Enrichment Toolkit

**Mentor Criteria**

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| **Employee Information** |
| Name:       | Mentor:       |
| Position:       | Manager:       |
| **Characteristics of an Effective Mentor:**Certain qualities will ensure a healthy and successful mentor-mentee relationship. These qualities are listed below and this checklist can be used to identify effective mentors in your laboratory |
| [ ]  Be enthusiastic, positive, optimistic and passionate[ ]  Be sensitive, compassionate and understanding[ ]  Be able to appreciate individual differences[ ]  Be unselfish[ ]  Be good teachers and communicators (the art of questioning and listening)[ ]  Be able to balance direction to the mentee with self direction by the mentee[ ]  Push boundaries[ ]  Point in the right direction[ ]  “Plant” confidence[ ]  Throw out ideas without telegraphing[ ]  Respect peers, advisors and supervisors alike [ ]  Be trusted and trustworthy[ ]  Be a sounding board and advisor with whom the mentee may discuss work-related and other concerns regarding job performance and advancement[ ]  Be an unbiased role model[ ]  Be able to provide information about the organization that will assist in assimilating culture and values[ ]  Be able to share experiences and knowledge[ ]  Show sincere interest[ ]  Honor commitments[ ]  Provide complete and honest feedback[ ]  Be honest when he/she doesn’t have the answers—be a resource provider instead[ ]  Advocate on behalf of the new employee[ ]  Be open to honest feedback from the mentee |