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# 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 | |