# Mentorship Tool N° 7

# *Mentoring Midway Review Form*

This review covers the period from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- |
| Name of mentor: | Date: |
| Name of mentee: | Date |

**Instructions:** in preparation for the midway review meeting, mentor and mentee will individually complete table 1 below, indicating to what extent they agree with the various statements, using the following scale:

* + Strongly Disagree (SD)
  + Disagree (D)
  + Agree (A)
  + Strongly Agree (SA).

Comments should be provided for clarification of their rating.

During this meeting, mentor and mentee will share their views, discuss, and negotiate as needed. Upon completion of the discussion, mentee will prepare a final consolidated version, including suggested modifications to the Mentoring Agreement (table 2), any additional decisions made (table 3), any additional comments (table 4) and share it with their mentor and programme organizer.

**Table 1. Midway review based on Mentoring Agreement**

| Statements | SD | D | A | SA | Comments |
| --- | --- | --- | --- | --- | --- |
| Achievement of objectives as defined in the mentee personal development plan is on track |  |  |  |  |  |
| Statements from “Mentoring Agreement” | | | | | |
| Development of mentee skills is on track |  |  |  |  |  |
| The mentoring schedule is adapted to mentee’s needs |  |  |  |  |  |
| The mentoring schedule is adapted to mentee and mentor availability |  |  |  |  |  |
| Adequate face-to-face/virtual meetings were held |  |  |  |  |  |
| Face-to-face/virtual meetings had fruitful outcome |  |  |  |  |  |
| Logistics for face-to-face/virtual meetings were convenient |  |  |  |  |  |
| Expectations of each other are being fulfilled |  |  |  |  |  |
| Commitments made to each other are being respected |  |  |  |  |  |
| Confidentiality of sensitive information is maintained |  |  |  |  |  |
| Outputs are being delivered |  |  |  |  |  |
| Overall, the mentor-mentee relationship is beneficial to both parties and should continue |  |  |  |  |  |

**Table 2. Suggested modifications to Mentoring Agreement**

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**Table 3. Additional decisions made to enhance the mentoring process and its outcomes**

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**Table 4. Any other comments**

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