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IME GSEVEE

Small Enterprises Institute
of GSEVEE



Action 3.4.2.2

**Mentor's
Self – Assessment
Tool**



This deliverable refers to the EACEA.A – Erasmus+ Programme

“CoVEs for the Tourism Industry - TOUR-X ” Action 3.4.2

and has been developed by the partner

INSTITOUTO MIKRON EPICHIRISEON GENIKIS SYNOMOSPONDIAS EPAGGELMATION BIOTECHNON
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The following questionnaire is designed to assess the skills and competencies of those interested in becoming mentors.

This specific questionnaire has been developed as part of the European mENTERing project.

MENTORING SKILLS QUESTIONNAIRE

Assess yourself honestly and quickly for each item in the following skills and knowledge areas that are related to your ability to become a mentor. The goal is to identify the mentoring skills and competencies in which you feel confident and those you believe need further development.

Read each statement and place an X in the box from 1 to 4, based on your self-assessment.

4: I am confident that I do this consistently (strength)

3: I am confident that I do this frequently (I am capable in this area)

2: I sometimes behave this way / I could do it more often

1: I rarely behave this way / I need significant development

This scale allows you to assess your current competencies, helping you identify areas of strength and areas that require further growth for your development as a mentor.

This self-assessment framework encourages mentors to reflect on their understanding of their role, the effectiveness of their approach, and their ability to support the development of their mentees.

	1	2	3	4
I understand the role of the mentor and the distinction between this role and those of the consultant, trainer, and coach.				
I understand the stages of the mentoring relationship and can adjust my behavior and the tools I use at each stage.				
I consider mentoring to be a very important process.				
I am aware of my strengths as a mentor.				
I can recognize the strengths of the mentee and help them develop and leverage those strengths to achieve their goals.				
I understand the importance of being objective as a mentor.				
I understand my values and how they may differ from those of the mentee.				
I understand the importance of confidentiality in mentoring.				
I know how to set the professional boundaries required in a mentoring relationship.				
I understand the importance of recognizing and managing my emotions as a mentor, as well as the significance of empathy in a mentoring relationship.				
I can use technology to manage and maintain a mentoring relationship, e.g., email, Skype.				

I can build trust quickly and easily with others.				
I have the ability to meet deadlines and understand the importance of time in a development process like mentoring.				
I have the ability to support the mentee in developing an action plan to achieve their goals.				
I can solve problems and have the ability to think of ways to overcome challenges.				
I have active listening skills.				
I know how to access information and resources relevant to the needs of the mentee.				
I am aware of and understand the importance of non-verbal communication in a mentoring relationship, and I can use it effectively to build trust.				
I have the skill to ask insightful questions. I understand the different types of questions and know when to ask the right questions to encourage the other person's thinking/self-reflection.				
I have confidence in my ability to provide appropriate guidance but know when to refer the mentee to more suitable support sources if necessary.				
I can give and receive feedback effectively.				
I understand the importance of maintaining professional distance in a mentoring relationship.				

I can recognize when a mentoring relationship has been completed and close it in a mutually beneficial way.				
I am committed to self-evaluation in order to improve the mentoring process.				
I can help the mentee with their professional development.				
I feel confident in my ability to network and connect the mentee with others.				
I am capable of giving feedback to mentees about their performance in a task and advising them on how to improve.				
I am committed to my own continuous learning and development, and to encouraging the mentee to engage in lifelong learning.				
I understand the benefits of creative thinking and can support the mentee in using it in their business.				
I have the ability to focus on solutions rather than problems				

This comprehensive self-assessment encourages mentors to reflect on their abilities across a wide range of key mentoring skills, which are essential for supporting the mentee's development and ensuring a productive mentoring relationship.