

# Do I Have What it Takes to be an Effective Mentor?

Take Inventory of what you have to share:

**Current Job:**

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**Things you like to do in your job:**

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**Education, training and/or experiences:**

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**Competencies you have:**

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**Interest in mentoring:**

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## Take inventory of your skills. An effective mentor...

- Is considered a role model in his/her area and on campus.
- Has the respect of others at the university.
- Possesses the knowledge and influence needed to succeed.
- Is committed to the mentoring process.
- Is willing to share time, energy, self, knowledge.
- Encourages and motivates protégés.
- Creates an environment of respect and trust.
- Encourages and models continuous learning, expansive thinking.
- Has strong communications skills, particularly **active listening skills** and asking questions. (link)
- Encourages and guides the participant to seek internal answers.
- Establishes clear goals, expectations and boundaries.
- Recognizes and respects each other's strengths and differences.

## Can you be...

- Someone who walks with a protégé into the future?
- Someone who holds potential for a person larger than they see for themselves?
- A trusted and experienced advisor who has a direct interest in the development of a less experienced colleague?
- Someone who makes a commitment to a protégé to help him/her grow in UC Davis' environment and culture.
- A special person who, through your commitment to growth can help move a protégé toward fulfilling his/her potential?

If you think you've got what it takes, and are approached by a potential protégé, here are some tips to help determine if you want to be their mentor:

## Do they...

- Have an articulated plan with goals and objectives? Can you actually contribute and meet their needs?
- Acknowledge that the relationship is reciprocal?
- Make a good first impression? Do they possess effective verbal and non-verbal communication skills? Are you comfortable with this person?
- Communicate positively and with passion? Do they genuinely want to learn, grow and evolve as well as contribute to the organization?