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Questions to Facilitate **Mentor/Mentee Meetings**

To help GFOA’s WPFN mentor and mentee pairs in facilitating ongoing meetings,

WPFN’s Mentorship subcommittee has compiled a guide for both mentors and mentees,

including questions to ask from both a mentor and mentee perspective as well as sample

meeting questions.

INITIAL QUESTIONS FOR MENTOR TO ASK

As mentors, below are some general questions to ask your mentee to help set expectations and format future meetings in a way that works well for both of you.

* What kind of support are you hoping to gain from this program?
  + Specific feedback on finding jobs
  + General career advice
  + Information on higher education or studies
  + Technical information or training
  + Personal development or encouragement
  + Work/personal life balance
* What are your career goals? Where do you see yourself in 5, 10 years?
  + Career Planning/Tracking
  + What do you like to do or find most interesting in your current job or in previous jobs?
  + What are you doing really well that is helping you get there?
  + What can you do differently tomorrow to meet those challenges?
* What time commitment are you looking for in this program from your mentor?
  + Once a month (it is recommended to start with this)
  + Flexibility (it can change over time once you have established a relationship)
  + I don’t know what to expect
* How do you feel most comfortable communicating?
  + In person
  + By phone
  + Email
  + Combination of methods

* Are you worried about confidentiality?
  + Information shared is confidential and is not shared unless it is agreed to by both parties

INITIAL QUESTIONS FOR MENTOR TO ASK

As mentees, below are some general questions that can help you build your connection

with your mentor.

* How did you land your current role?
* How do you spend most of your time?
* Ask your mentor to tell a story from their career.
  + Tell me about a setback and how you recovered.
  + Think back to five years ago. Did you envision this is where you would be?
  + What is the most important leadership lesson you’ve learned and how is   
    it valuable?
* What education did you have when you started and how did that evolve over time?
* What classes or training did you find most benefited you in achieving your goals?
* How did you decide which area you wanted to work in?
* Is networking important and how did it help you?