

MENTOR CHECK LIST

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My naiveté during those early years continues to amuse me. Now that I'm in my sixties, I don't have time to waste. When I need mentoring, I go grab a mentor! Not that I don't take it seriously, but I feel a mentor should be specific to the subject requiring help. To paraphrase an old adage: if you want to know how to build a watch, you'll do better with a mentor who's a watchmaker than with a mentor who only knows how to tell time. That's why I've developed a list of what I'm looking for in a mentor, and don't just indiscriminately go on and on about my problem to any ear willing to listen. A mentoring relationship is not a one-way proposition.



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The Mentor must be:

- Willing to teach
- Knowledgeable in the subject
- Able to articulate
- A resource
- Willing to spend time
- Caring
- Approachable
- A problem solver
- Trustworthy
- Passionate

The Protégé must be:

- Willing to learn
- Needing guidance in the subject
- Able to understand
- A receptacle
- Willing to take time
- Appreciative
- Courageous
- Able to apply solutions
- Deserving of trust
- Committed

When I'm seeking a mentor, I adhere to the following checklist:

- Define, specifically, the topic requiring a mentor
- Purpose
- Time frame
- Desired result
- Initial questions
- Outline or flowchart of anticipated project/goal

- Determine where/how mentors on this topic will most likely be found
- Industry
- Geographic area
- Preferred method for initial contact
- Mail
- Phone
- E-mail
- Contact information

- Research potential mentors
- Current contacts
- Resources of current contacts
- Current organizational contacts
- Speakers
- Writers
- Internet
- Phone book

- Develop short list of mentors who appear to be compatible
- Name
- Contact information
- Reference source
- Results of contact

- Contact information and results
- Contact potential mentor
- Notes of initial contact conversation
- Entry into database (for current or future topics)
- Decision: affirm or reject agreement for current project
- Organize place and time to enter into agreement



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