**DIOCESE OF WILMINGTON**

***PROFESSIONAL MENTORING PROGRAM***

**YEAR 4 MENTOR CHECKLIST**

\_\_\_ Meet with Mentee two or three times before November 4 to:

 \_\_\_ Review “Year 4 Requirement Sheet” and ensure both Mentee and Mentor have a clear understanding

 of all requirements

\_\_\_ Discuss Mentee’s reflections on three areas of growth and the rationale for each

\_\_\_ Review Mentee’s “Self-Analysis” and initial at the bottom of the document once approved

\_\_\_ Discuss Mentee’s chosen focus area, goals, specific actions/initiatives, and timeline

\_\_\_ Review, critique, offer feedback (re-review if necessary), and ultimately approve Mentee’s

 “Professional Growth Plan” by signing it

 \_\_\_ Ensure Mentee’s “Self-Analysis” and “Professional Growth Plan” have been submitted to Carol Ripken

 on time (November 4, 2024) and follow-up to be sure that the plan was approved. If not approved,

 work with Mentee and have him/her re-submit.

\_\_\_ Update Mentor Log every other week

\_\_\_ At least monthly, review Mentee’s Log/Tally of Hours and work on/documentation for Professional Growth

 Plan

\_\_\_ In December, ensure that Mentee has nearly completed Goal 1 and remind Mentee to schedule a meeting

 with you and Carol Ripken (meeting can be in December or January depending on Mentee’s progress)

\_\_\_ In December/January, prior to the meeting with Carol Ripken, do a mid-point review with Mentee and discuss

 progress to date; review portfolio to ensure that documentation to-date (at least all of Goal 1

 documentation) is complete and well organized; complete/sign the “Mid-year Review Checklist.” Again,

 check that the Mentee’s Log/Tally of Hours is up to date.

\_\_\_ In March, meet with Mentee to ensure he/she is “on track” with the completion of this year’s Professional

 Growth Plan, to discuss how he/she is approaching the required reflection paper, and to begin a conversation

 about next year’s growth plan

\_\_\_ By no later than March 19, be sure all of your Mentee’s documentation for Goal 2 is complete and have a

 discussion centered around Mentee’s answers to reflection questions. Again, check Log/Tally of Hours.

\_\_\_ By April 2, carefully review Mentee’s portfolio for completeness, and if appropriate, sign off on the “End-

 of-Year Portfolio Checklist” and “Verification of Services Form”

\_\_\_ Be sure Mentee has submitted the portfolio to Carol Ripken on time (April 7, 2025) and has set up of

 meeting time for the end-of-year review. The Mentor’s attendance at this meeting is optional.

\_\_\_ By May 30, submit “Mentor Log of Hours” and this signed form to cripken@cdow.org

Signature below indicates that each of the above was completed:

Mentor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**THANK YOU FOR SERVING AS A MENTOR!**