

MENTORSHIP PROGRAM QUESTIONNAIRE

This questionnaire provides a template to help clarify the mentorship program goals and scope for your firm. This will serve as the backbone for implementing your mentorship program. A mentor program is only as strong as its executive sponsorship. A thorough organizational assessment and plan will help all members of the firm understand the connection to the goals of the firm.

<ul style="list-style-type: none">• How does the mentor program integrate into the overall strategic plan of the firm?
<ul style="list-style-type: none">• How will the mentor program engage employees?
<ul style="list-style-type: none">• What are the operational guidelines and training for the mentor program?
<ul style="list-style-type: none">• Does the executive management team support the program?
<ul style="list-style-type: none">• Does the firm see the mentor program as a valuable career professional development opportunity for its leaders?
<ul style="list-style-type: none">• Is the firm willing to have the necessary resources to implement a successful program?
<ul style="list-style-type: none">• What is the initial scope of the firm's mentor program?
<ul style="list-style-type: none">• Will there be an initial pilot program?
<ul style="list-style-type: none">• Has the firm answered the who, what, where and when questions for participation?
<ul style="list-style-type: none">• How will the firm choose the mentees and mentors?

- How will the firm train, recruit, select, match and orient the participants?

- Who will be responsible for the day-to-day operations of the mentor program?

- What will be the measurement of success for the mentor program?

- What will the budget be that each mentor can spend for this program?

- What are the goals and procedures of the mentor program?