

Mentoring Partnership Check-In Accountability Tool

Instructions: Review each item and put a checkmark in the box that best describes your mentoring relationship at the current time.

Today's Date	Never	Sometimes	Most of the time	Always
1. We meet regularly.				
2. We do a good job of communicating schedule changes that may affect mentoring meetings.				
3. We notify one another if we cannot follow up or honor our commitments to each other.				
4. We eliminate outside influences and distractions when we meet.				
5. We check out our assumptions.				
6. Our communication is clear and misunderstandings are infrequent.				
7. We manage our meeting time well.				
8. We check to make sure that we stay on track with our learning goals.				
9. We provide feedback regularly and make sure it is two-way.				
10. Our meetings are relevant, focused and meaningful.				
11. We acknowledge and address conflict when it occurs.				
12. We are conscientious about safeguarding confidentiality.				
TOTALS				

