Questions to Facilitate Mentor-Mentee Meetings

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To help GFOA’s WPFN mentor and mentee pairs in facilitating on-going meetings, WPFN 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 Mentee Questions 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 his or her 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?
Sample Meeting Questions
To help facilitate discussions, the WPFN Mentorship Subcommittee identified questions that can be asked at various meetings.

Sample Meeting 1
Mentee
- If you were at my career stage what would be your next step? - If you could do it all again, what would you do differently?
- Who else would you recommend I connect with?
- How do you successfully stay connected to key influencers who do not work in same office or geographical area?

Mentor
- What do you enjoy the best/least about your work?
- What is your dream job?
- What are you currently working on?
- What goals can we set to help you move forward?

Sample Meeting 2
Mentee
- Where do you see my strengths and what should I focus on to improve?
- How do you think others perceive me?
- What new skills do I need to move ahead?

Mentor
- How is career goal setting coming along?
- New or old challenges, what keeps you up at night?
- What is your biggest success to date?

Sample Meeting 3
Mentee
- Do you recommend any professional development books?
- What is the best job you have ever had and why was it the best?
- What is the worst job you have ever had and what did you learn from it?
- What traits does the best boss you have had emulate?
- Tell me about the traits of the worst boss you have ever had.

Mentor
- Checking in on your career goal setting, are you on track or are any adjustments necessary?
- Are you finding this mentorship beneficial? What is working well?
- Are you happy with how you are progressing in your career?