



MENTORCONNECT

Progress Check

# ARE YOU ON TRACK?



## ABOUT MENTORCONNECT

[The MentorConnect program](#) brings together skilled immigrants and established professionals in occupation-specific mentoring relationships. Skilled immigrants entering the program have the education, experience, and language skills to succeed in the Canadian labour market. However, they may not understand the Canadian context of their profession, workplace culture, or know how to translate their skill sets. Often what they need are the local insights and access to professional networks that a one-on-one connection with a local mentor can offer.

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# PROGRESS CHECK

## AM I ON TRACK?

Regularly assessing your progress in the mentorship journey is crucial. Ask yourself these questions to ensure you're on the right path:

- Are my meetings with my mentor or mentee productive and aligned with my goals?
- Am I implementing the advice and feedback provided by my mentor or mentee?
- Have I made significant progress towards my career goals since the mentorship began?

## SELF-REFLECTION

Self-reflection is a critical component assessing progress, allowing mentees to gain deeper insights into their own experiences, behaviors, and growth. Through regular self-reflection, mentees or mentors can evaluate their progress, identify strengths and areas for improvement, and set meaningful goals. This process involves taking time to consider feedback, assessing how their actions align with their values and objectives, and contemplating the impact of their decisions and actions. By engaging in self-reflection, mentees and mentors can develop greater self-awareness, enhance their problem-solving skills, and become more proactive in their personal and professional development. It fosters a mindset of continuous learning and adaptability, ultimately leading to a more fruitful and rewarding mentorship experience.

Some best practices that can guide your personal reflection are:

- Regularly assess your goals.
- Be honest with yourself.
- Document your progress.
- Seek and reflect on feedback.
- Set regular check-ins.
- Be open to change.
- Practice self-awareness.
- Celebrate your success.
- Develop actionable plans.
- Stay committed.

## CHECK YOUR PROGRESS THROUGHOUT THE MENTORSHIP

You can use the process-oriented techniques in the following sections to reflect on your growth and progress throughout your mentorship journey.



### Reflect on Your Initial Mentoring Situation

How clear were my career goals and plans before starting mentoring?

Reflect on the clarity of your career goals and plans before beginning your mentorship. Consider:

- What were your initial career goals and plan?
- How specific were your career aspirations at the start?

## What information did I bring into the mentoring process?

Evaluate the knowledge and experience you had before starting the mentorship:

- What knowledge of the industry did you have?
- What skills or competencies were you already proficient in?
- What networking connections had you established?



### Prior To Each Meeting

Before each meeting, ensure you have:

- Set clear goals and achievements for the mentorship.
- Completed the tasks and action items from the previous meeting.
- Prepared any questions or topics for discussion.



### Current Situation <sup>1</sup>

Here are 10 questions for you to reflect on your present situation in life and work:

1. What are my biggest limitations?

2. What are my values?

3. How do I define success?

4. How would I spend my time if money were not a factor?

5. What are my greatest personal and professional strengths?

6. What are some areas in which I can improve?

7. What is my morning routine, and how does it help me prepare for my day?

8. What is one thing I can do today to move closer to my goals?

9. What is one thing I am grateful for today?

10. What is one thing I learned today?



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<sup>1</sup> Adapted from rize.io



## After Each Meeting

**After every meeting with my mentee, what are good practices to do to be at my best?**

To maximize the benefits of each mentoring session, follow these practices:

- Review notes and action items from the meeting.
- Reflect on key takeaways and how they relate to your goals.
- Plan and prioritize tasks to be completed before the next meeting.

### Self-Reflect Based on Feedback

- Take time to reflect on the feedback received from your mentee.
- Consider how you can apply this feedback to improve and grow.
- Identify any additional support or resources you may need.

### Practice:

**Based on the meeting with my mentee today, think about what you should start/stop doing before the next meeting to be at your best?**

- **Start Doing:** Identify and initiate positive habits and behaviors that align with your goals and values.

- **Stop Doing:** Recognize and eliminate negative habits, behaviors, or thoughts that hinder your progress.

- **Continue Doing:** Maintain the effective practices that contribute to your success.



## Reflect on your Post-Mentoring Situation

**How much have my career goals and plans changed after mentoring (or this meeting)?**

Reflect on how your initial career goals and plans have evolved since you started working with your mentor. Consider:

- What new goals have emerged?
- How have your existing goals been refined or adjusted?

**What information have I gained throughout the process (or after this meeting)?**

Evaluate the knowledge and insights you've gained:

- New industry knowledge
- Skills or competencies developed
- Networking connections made

## TOWARDS SUCCESS

Help your mentee towards success by exploiting the following practices.



### How do I Prepare for My Interview?<sup>2</sup>

Preparing for an interview is a critical step in your career journey, and having the right guidance can make all the difference. This mentorship resource is designed to help you get ready for your upcoming interviews with your mentor, by providing a comprehensive list of potential interview questions. By understanding these questions and reflecting on your responses, you'll be able to present yourself confidently and effectively. Use this resource to practice with your mentor/mentee and fine-tune your answers, showcase your strengths, and address areas for improvement, ensuring you make a strong impression on your potential employers.

#### Questions:

- Tell me about yourself.

|                                                            |
|------------------------------------------------------------|
| What is the interviewer trying to find out...              |
| My answer is....                                           |
| My answer tells the interviewer that I am a person that... |

- What qualifications and work experience do you have that you think prepares you for this position?

|                                                            |
|------------------------------------------------------------|
| What is the interviewer trying to find out...              |
| My answer is....                                           |
| My answer tells the interviewer that I am a person that... |

- What team activities have you been involved with?

|                                                            |
|------------------------------------------------------------|
| What is the interviewer trying to find out...              |
| My answer is....                                           |
| My answer tells the interviewer that I am a person that... |

- What do you consider to be your greatest strengths?

<sup>2</sup> Adapted from TRIEC TMP: <https://mentoringpartnership.ca/wp-content/uploads/2017/08/Interview-Questions-Practice.pdf>

|                                                            |
|------------------------------------------------------------|
| What is the interviewer trying to find out...              |
| My answer is....                                           |
| My answer tells the interviewer that I am a person that... |

- What do you consider to be your greatest weakness?

|                                                            |
|------------------------------------------------------------|
| What is the interviewer trying to find out...              |
| My answer is....                                           |
| My answer tells the interviewer that I am a person that... |

- If I were to talk to your supervisor, what would they say about you?

|                                                            |
|------------------------------------------------------------|
| What is the interviewer trying to find out...              |
| My answer is....                                           |
| My answer tells the interviewer that I am a person that... |

- What is your salary expectation?

|                                                            |
|------------------------------------------------------------|
| What is the interviewer trying to find out...              |
| My answer is....                                           |
| My answer tells the interviewer that I am a person that... |

- How would you describe yourself?

|                                                            |
|------------------------------------------------------------|
| What is the interviewer trying to find out...              |
| My answer is....                                           |
| My answer tells the interviewer that I am a person that... |

- What motivates you to do your best?

|                                               |
|-----------------------------------------------|
| What is the interviewer trying to find out... |
|-----------------------------------------------|

|                                                            |
|------------------------------------------------------------|
| My answer is....                                           |
| My answer tells the interviewer that I am a person that... |

- What are your short- and long-term objectives? How are you preparing yourself to achieve them?

|                                                            |
|------------------------------------------------------------|
| What is the interviewer trying to find out...              |
| My answer is....                                           |
| My answer tells the interviewer that I am a person that... |

- Can you describe a major accomplishment in your previous employment?

|                                                            |
|------------------------------------------------------------|
| What is the interviewer trying to find out...              |
| My answer is....                                           |
| My answer tells the interviewer that I am a person that... |

- Describe a challenging situation in your previous job and you dealt with it.

|                                                            |
|------------------------------------------------------------|
| What is the interviewer trying to find out...              |
| My answer is....                                           |
| My answer tells the interviewer that I am a person that... |

- How long have been out of work and why?

|                                                            |
|------------------------------------------------------------|
| What is the interviewer trying to find out...              |
| My answer is....                                           |
| My answer tells the interviewer that I am a person that... |

- You are overqualified for this position, why should we hire you?

|                                               |
|-----------------------------------------------|
| What is the interviewer trying to find out... |
| My answer is....                              |



|                                                            |
|------------------------------------------------------------|
| My answer tells the interviewer that I am a person that... |
|------------------------------------------------------------|

- Tell me about the worst boss you ever had.

|                                               |
|-----------------------------------------------|
| What is the interviewer trying to find out... |
|-----------------------------------------------|

|                  |
|------------------|
| My answer is.... |
|------------------|

|                                                            |
|------------------------------------------------------------|
| My answer tells the interviewer that I am a person that... |
|------------------------------------------------------------|

- How do you handle pressure at work?

|                                               |
|-----------------------------------------------|
| What is the interviewer trying to find out... |
|-----------------------------------------------|

|                  |
|------------------|
| My answer is.... |
|------------------|

|                                                            |
|------------------------------------------------------------|
| My answer tells the interviewer that I am a person that... |
|------------------------------------------------------------|



### The Unwritten Rules of the Workplace<sup>3</sup>

Sometimes the ways that culture influences how we do things isn't immediately obvious (culture being the ways in which we've learned to interpret and interact with the world.) However, these unwritten rules can have a profound impact on how well someone adjusts to a new work environment and performs their job. This document is intended to spark discussion in your **meetings with your mentee or mentor** around what some of these unwritten rules might be.

#### Suggested Instructions:

- With your mentor or mentee, read over some of the questions below and discuss some the unwritten rules or assumptions for places you've each worked in the past. Are there similarities? Are there any differences you didn't expect?
- Keep in mind that cultural differences go beyond those that one might encounter when working in various parts of the world; it also refers to how different organizations may do things as well as differences between sectors and professions.

#### 2. Boardroom:

- When in a team meeting, how should people show respect and interest? In a team meeting, should people openly disagree with one another?
- Is it okay to admit when you don't know something?
- When meeting with colleagues or clients, to what degree is it okay to show how you feel (angry, annoyed, happy, or excited)? Are some emotions more acceptable to show than others?

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<sup>3</sup> Adapted from TRIEC TMP <https://mentoringpartnership.ca/wpcontent/uploads/2017/08/Unwritten-Rules.pdf>

### 3. Kitchen and Break Room:

- When making small talk, what kinds of topics are okay to discuss? How much personal information is acceptable to share at work?
- Is socializing during break times important for working with others? Do you socialize with people from across the organization?
- How important is joining social committees or attending social events at work?

### 4. Offices (Managers):

- How involved should a manager be in directing their staff's work every day?
- What does it mean for a manager to collaborate with another manager? To what extent should resources be shared? How much should a manager know about the lives of their staff outside of work? How much should staff know about their manager's personal life?

### 5. Cubicles (Reporting Staff):

- Within an office space, what things or spaces are shared and what belongs to a specific person? What does being a supportive colleague look like?
- What do you need to know about your colleagues to work well with them? When collaborating with a colleague, how often should you consult with them?
- From your point of view, how rigid are the boundaries between your role and those of your team members?

### 6. Reception:

- When greeting someone for the first time, what should you do to make a positive impression?
- When establishing a relationship with a new client, how important is it to connect with that client outside of a formal context?
- When waiting for a meeting, how should one interact with the receptionist? What should one do while waiting?