



## School of Business

# MENTOR REPORT

Please briefly and factually complete this report after each mentoring. All reports will be read, responded to and kept on file for use in reviews.

Mentor name			
Mentee			
Meeting Date		Meeting Location	
Meeting Duration		Next Meeting Date	

**Progress: What progress has been achieved by the mentee and / or you on previously agreed actions?**

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**Actions: List any actions agreed from this meeting and who will carry them out**

**Do you have any concerns (E.g. wellbeing or safeguarding) or further comments?**

**Has the mentee achieved any positive outcomes since the last mentor report?**

Hard Outcome	Yes	Remarks
Knowledge	<input type="checkbox"/>	
Practice	<input type="checkbox"/>	
Attendance	<input type="checkbox"/>	
Others (Please specify)	<input type="checkbox"/>	

**Has the mentee made any noticeable improvements in any of the following 'soft skills'?**

Soft Skills	Yes	Remarks
Communication	<input type="checkbox"/>	
Working with Others	<input type="checkbox"/>	

Setting and achieving goals	<input type="checkbox"/>	
Managing feelings	<input type="checkbox"/>	
Confidence	<input type="checkbox"/>	
Reliability	<input type="checkbox"/>	

Please share a copy of this report

<b>Mentor</b>	<b>Signature</b>	<b>Date</b>
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