

Mentor Competency Rubric

Professional Skill <i>Excerpted from <u>NACE competencies</u></i>	Mentor Training Objectives <i>(Mentors will know how and be able to...)</i>	Application <i>Practicing mentorship</i>
Professionalism <i>NACE Definition:</i> Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.	<ul style="list-style-type: none"> Describe program expectations for mentors. Differentiate a mentor from other student support forms. Distinguish between different stages of the mentoring life cycle. 	<ul style="list-style-type: none"> Meet or exceed expectations set for mentors. Prioritize and complete tasks such as logging conversations and submitting flags. Demonstrate dependability. Be responsive and attentive.
Communication <i>NACE Definition:</i> Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.	<ul style="list-style-type: none"> Understand the importance of communication to mentorship. Practice an appropriate way to introduce oneself as a mentor to a mentee. 	<ul style="list-style-type: none"> Frame communication with respect to diversity of learning styles, varied individual communication abilities, and cultural differences. Employ active listening, persuasion, and influencing skills in mentorship conversations. Ask questions and seek support from staff. Promptly inform staff (via flags) when needing guidance with a mentee relationship.
Leadership <i>NACE Definition:</i> Recognize and capitalize on personal and team strengths to achieve organizational goals.	<ul style="list-style-type: none"> Practice active listening skills that build trust and empathy. 	<ul style="list-style-type: none"> Motivate and inspire others by encouraging them and by building mutual trust. Serve as a role model by approaching tasks with confidence and a positive attitude.



Teamwork <i>NACE Definition:</i> Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.	<ul style="list-style-type: none"> ■ Evaluate the efficacy of setting healthy boundaries. 	<ul style="list-style-type: none"> ■ Build strong, positive relationships with mentees.
Equity & Inclusion <i>NACE Definition:</i> Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.	<ul style="list-style-type: none"> ■ Define diversity, equity, and inclusion. ■ Differentiate between equity, equality, and justice. ■ Describe the impact of privilege. ■ Apply an understanding of bias to one's own worldview. ■ Explore how DE&I can support a successful mentorship. 	<ul style="list-style-type: none"> ■ Demonstrate growth by engaging in bilateral learning when sharing experiences in mentorship conversations. ■ Identify and provide resources that facilitate equitable opportunities for mentees.
Technology <i>NACE Definition:</i> Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.	<ul style="list-style-type: none"> ■ Navigate the Mentor Collective system dashboard and messaging functionality. 	<ul style="list-style-type: none"> ■ Quickly adapt to new or unfamiliar technologies. ■ Use technology to improve efficiency and productivity.

