

## Matching Questionnaire for Mentors

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Department: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Date: \_\_\_\_\_

Identify your **top five professional strengths** from the following options:

### Professional Maturity

- Thinking outside the box, beyond short-term issues to see long-term picture.
- Balancing thought and action to respond appropriately – “Thinking before you speak.”
- Coping with unforeseen events, disappointments and challenges.
- Recognizing difference between important and minor issues.

### Personal Aspects of Professional Role

- Understanding and handling job functions that negatively affect self-confidence.
- Recognizing how your behaviors affect others and how to modify accordingly.
- Gaining increased confidence in managing and leading others.
- Learning how to accept and give feedback and coaching.

### Career Management

- Learning to network within the University of Pennsylvania.
- Developing political savvy to understand Penn’s organizational culture.
- Assessing your strengths and areas that need improvement.
- Balancing technical proficiency and interpersonal skills.

### Personal Life Management

- Balancing work demands and personal life.
- Moving beyond comfort zone to take risks that lead to personal growth.

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Please provide a brief overview of your job history and major accomplishments, including degrees, certificates, and skills you have mastered. You may attach a resume instead.

Job History:

Degrees &  
Certificates:

Functional/  
Specific Skills  
You Have  
Mastered:

Major Career  
Accomplishments:

Are you willing to mentor someone in any school or department, including your own?

- Yes
- No, my preference is \_\_\_\_\_.

Are you currently in the "Performance Improvement/Discipline Process"?

- Yes
- No