



Mentee Information Form

Welcome! I am delighted to be your mentor and look forward to being your partner as you identify and move towards your vision. You really can have, be, and do exactly what you want, and I am here to help you make it happen.

Please take some time to enjoy the reflection process that follows. Enter your responses into this form and forward to me via email at jill@jillbrowncoaching.com

About You

Name:	
Preferred Phone: (note home/work/mobile)	
Preferred Email:	
Employer:	
Occupation/Title:	
Description of your Position:	
Additional Details about your field/expertise:	

Mentoring Contact Preferences

- Phone Weekly
 Video Bi-weekly
 (Face to Face as logistically possible) Monthly

Please select from the list below the areas you would like to be mentored on:

<input type="checkbox"/> Career Planning	<input type="checkbox"/> Diversity, Equity & Inclusion
<input type="checkbox"/> Networking and Brand Development	<input type="checkbox"/> Leadership Effectiveness
<input type="checkbox"/> CVs, Resumes, Cover Letters and Applications	<input type="checkbox"/> Promotion and Progression and Professional Rebranding
<input type="checkbox"/> Strategic Planning	<input type="checkbox"/> Succession Planning and Exit Strategy
<input type="checkbox"/> Change Management	<input type="checkbox"/> Work-Life Balance
<input type="checkbox"/> Conflict and Trust-Building	<input type="checkbox"/> Other (please describe)

What are your goals and objectives for the next 3 months?

What are your goals and objectives over the next 3 years?

What do you most want to achieve during our mentoring engagement? What most threatens to hold you back from achieving this desire?

Mentee Expectations for Mentoring

Use this worksheet to clarify your understanding of what you expect to gain from your mentoring relationship. By clarifying your own expectations, you will be able to communicate them more effectively to me as your mentor. Add any items you deem important.

The reasons I want to be mentored are to:

Receive encouragement and support
Increase my confidence in dealing with leaders
Challenge myself to achieve new goals and explore possibilities
Gain a realistic perspective of the field
Get advice on how to balance work and other responsibilities and set priorities
Gain knowledge of Do's and Don'ts
Learn how to effectively operate in a network of talents peers
Other:

I hope that my mentor and I will:

Meet for coffee, lunch, or dinner (in-person or virtually)
Attend educational conferences, workshops of other events together
Other:

I hope that my mentor and I will discuss:

Professional development subjects that will benefit me and my career growth
Career options and job search preparation
The realities of my role
Technical and related field issues
How to network
How to maintain work/life balance and effectiveness
Personal goals and life circumstances
Other:

Things I feel are off limited in my mentoring include:

Disclosing our conversations with others
Using non-public places for meetings
Sharing intimate aspects of our lives
Other:

I hope my mentor with help me with job opportunities by:

Opening doors for me for job possibilities
Introducing me to people who might be interests in hiring me
Helping me practices for job interviews
Suggesting potential work contacts for me to pursue on my own
Teaching me about networking
Critiquing my resume
Other:

Mentor Profile



For more than two decades, I’ve been transmuting my passion for helping people into actions that get results. As an HR executive, I have designed and executed transformational people strategies that nurture engaging workplace culture while advancing overall business objectives. As an executive coach, I help executives, senior leaders and HR leaders expand personal and professional effectiveness to elevate organizational impact and results, experience more joy, reclaim sense of purpose, and enjoy more peace – both at work and in life.

I’ve led human resources operations, organizational development, leadership and learning, and employee communications functions for several companies, primarily in the services sector across multiple industries. A thought leader in areas such as creating values-based cultures, elevating employee

engagement, implementing a coaching organization, growing servant leaders/heart-centered leadership, evolving through conflict and change, workplace wellness, and activating greatness to achieve optimum results to name just a few, I’ve had the distinct pleasure of working with hundreds of amazing executives achieve the prestigious, “Best Places to Work” award for the companies they serve.

I have a bachelor’s degree in psychology, a master’s degree in human resources management, am a Certified Senior Professional in Human Resources (SPHR), a Certified Personal & Executive Coach (CPEC), a PQ-trained Executive Mental Fitness Coach, an NASM-Certified Personal Trainer (CPT), an NASM-Certified Nutrition Coach (CNC), and an independent licensed Life/Health/Disability/Sickness broker.

I get tremendous joy out of sharing my talents and gifts to inspire and help others achieve their goals and actualize a life of authenticity, vibrancy, and purpose. It’s a calling!

Toward that end, I help c-suite executives in mid-market companies positioning for (or struggling with) growth go from poor or inconsistent results to solidly sustainable success by laying a rock-solid foundation for maximizing performance, impact, wellbeing, joy, and peace of mind.

Some of the organizations I’ve served include:

