

Standard Operating Procedure (SOP): Mentorship Assignment and Evaluation Schedule

This SOP describes the **mentorship assignment and evaluation schedule**, detailing the process for assigning mentors to mentees, setting timelines for mentorship activities, regularly evaluating mentor-mentee progress, and ensuring effective communication and feedback. The objective is to foster professional development, track growth, and maintain accountability through structured mentorship and timely assessments.

1. Purpose

To establish a systematic process for mentorship assignment, ongoing activities, progress evaluation, and effective communication between mentors and mentees for professional development.

2. Scope

This SOP applies to all staff and program participants involved in the mentorship program.

3. Definitions

- **Mentor:** An experienced individual assigned to provide guidance, knowledge, and support to a mentee.
- **Mentee:** A less experienced individual who receives mentoring.
- **Mentorship Coordinator:** The person responsible for facilitating mentorship pairings and monitoring the program.

4. Responsibilities

- **Mentorship Coordinator:** Assigns mentor-mentee pairs, schedules evaluations, collects feedback, and ensures program adherence.
- **Mentor:** Provides guidance, schedules regular meetings, documents progress, and gives feedback.
- **Mentee:** Actively participates, communicates goals, and completes assigned tasks.

5. Procedure

1. Mentorship Assignment

- The Mentorship Coordinator collects profiles and goals from potential mentors and mentees.
- Matches are made based on expertise, interests, and developmental objectives.
- Assignments are confirmed via email and documented in the mentorship log.

2. Initial Meeting

- Mentor and mentee schedule an introductory meeting within one week of assignment.
- Establish expectations, communication preferences, and preliminary goals.

3. Mentorship Activity Timeline

- Regular meetings are held at a minimum frequency determined by the program (e.g., biweekly or monthly).
- Mentors assign actionable tasks; mentees report on progress.

4. Evaluation Schedule

- Progress reviews are conducted at set intervals (e.g., quarterly).
- Feedback forms are filled by both mentor and mentee after each review.
- The coordinator monitors completion and schedules follow-up if issues arise.

5. Communication & Feedback

- Open communication is encouraged throughout the mentorship period.
- Mentors and mentees may escalate concerns to the coordinator for resolution.

6. Program Conclusion

- Final evaluation is conducted and documented at the end of the mentorship period.
- Mentor and mentee reflect on progress, learning outcomes, and program improvement suggestions.

6. Evaluation Schedule Example

Activity	Responsible	Timeline	Documentation
Mentor-Mentee Assignment	Mentorship Coordinator	Program Start	Assignment Log
Initial Meeting	Mentor, Mentee	Within 1 week of Assignment	Meeting Minutes
Ongoing Meetings	Mentor, Mentee	Biweekly/Monthly	Meeting Notes
Quarterly Progress Review	Mentor, Mentee, Coordinator	Every 3 months	Feedback Form
Final Evaluation	Mentor, Mentee, Coordinator	End of Program	Evaluation Report

7. Records Management

- All meeting notes, progress reviews, and evaluations must be stored securely and confidentially by the Mentorship Coordinator.
- Feedback and improvement suggestions are documented for future program enhancements.

8. Revision History

Version	Date	Summary of Changes	Author
1.0	2024-06-01	Initial SOP draft.	HR Department