**Mentoring Progress Report for the Long-Term Relationship (for use by Mentees)**

Use this Mentoring Progress Report to document your formal meetings with your mentor. Review at subsequent meetings. The mentee is responsible for maintaining copies of the reports.

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**Date:**

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| **Name of Mentee:** | **Name of Mentor:** |

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| **Goal #1** (from Mentoring Agreement) | **Progress** (including accomplishments and obstacles) |
|  |  |
| **Goal #2** (from Mentoring Agreement) | **Progress** (including accomplishments and obstacles) |
|  |  |
| **Goal #3** (from Mentoring Agreement) | **Progress** (including accomplishments and obstacles) |
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**Action items from today’s meeting:**

Short term (to be completed prior to next meeting):

Mid-term or long- term (to be completed by specific date):

**Next meeting date/time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**