

Sisters in the Building Trades Mentor Reporting Form

Mentor Name _____

Approximate Date of first contact _____

Type of Inquiry

Looking to get into the Trades _____

Apprentice already in the Trades _____

Journeywoman asking advice or information of a peer _____

Tradeswoman Looking to change trade or career _____

Union/ non-union questions _____

Reporter _____

Student doing a report on Women in the Trades _____

Other _____

Contact Information

Just fill in what ever you have jotted on your notes, leave the rest of the form blank. If you don't feel comfortable filling something in, don't fill it in.

Was the original contact by phone? _____

Was the original contact by e-mail? _____

Name: _____

Home Phone: _____

Cell Phone: _____

E-Mail: _____

Snail Mail Address: _____

Local, Title or Job Description: _____

Does this person need more Contact from Sisters? _____

Does this person need more contact from another Mentor? _____

Will you be contacting this person again to check in? _____

Would this person like to join the Sisters org? _____

Would this person like to be added to the Sisters e-mail list? _____

"Do you think this mentoring was successful _____, unsuccessful _____ or mixed _____?"

Notes _____

This reporting is so that we can make sure we are doing all we can to help those calling and e-mailing in to the Sisters Mentors.
To get feedback and data on how we are doing or not doing and what should be addressed at future Mentor Trainings.
So we can compile data (No personal information will be shared outside of internal sisters recordkeeping unless the person being mentored joins the sisters or signs up on the list. In that case her contact information may be shared with other sisters as appropriate.
If you feel that all you wish to report is the type of inquiry, and by e-mail or phone, that is fine, at least we will be able to track how many of what type we are getting in.)
This compiled data, with out names, or personal information, will be used to track our impact and progress as well as to reinforce our requests for further support of the Mentor Program and Training.

All Mentors are asked to give ideas and feedback on the form so we can continue to improve it and our training.