



MENTOR FEEDBACK TEMPLATE

You'll likely want to gather quick feedback from your mentors, as they meet with the entrepreneurs. An easy way to do this is by sending them a feedback form to complete straight after each session. Below are some considerations before setting up your feedback for, followed by some suggested questions.

- Firstly, ask yourself what information you want to gather and importantly, how you'll use this information. It is a good idea to understand who and when the feedback will be analysed, before you set up the feedback form.
- Use a free, easy-to-use tool like [Google Forms](#) – see *example questions below*.
- Send the same link to the form to all mentors. If you have multiple mentors and mentees their responses will all pull into the same database for aggregation and comparison purposes, streamlining your reporting.
- It is best that the feedback is completed immediately after the mentorship session. If you are coordinating sessions on behalf of the mentor and mentee the link to the feedback form can be included in the calendar invite that you send.
- Keep the feedback form short – the easier it is to complete, the more likely you are to get the feedback.

The feedback you receive can be used to improve the design of any other interventions you are doing for the entrepreneur or give you ideas on where entrepreneurs need more support. It can also alert you to any issues that the entrepreneur might be having that need to be escalated.

Google Form tip

- You will have fewer errors in your data if you use drop-downs and check-boxes instead of open-field (long text or short text) answer formats: this will make it easier to analyse and report on your data later. For example, on a structured programme you will know the names of all the participants and can easily pre-populate the form with a drop-down answer field that they can pick from.

Mentor feedback template – basic / short

Question	Survey question type
First name	Short text <u>or</u> drop-down of all the mentor names
Last name	Short text
Entrepreneur/business consulted with	Drop-down of all the businesses
Date of meeting	Date
Overall, how would you rate the success of the session?	Scale: 1-6 1 = It did not go well, 6 = It went very well
What key themes did you cover? (Try to list at least three)	Open field or create checkboxes (with 'other' option)
What are the main challenges the entrepreneur is experiencing?	Open field
Did you set any homework or action points?	Yes/ No
If yes, what are these action items?	Long text
Did you set a date for your next meeting?	Yes/ No
Any additional comments or observations you'd like to share?	Long text