

MENTORING NEEDS ANALYSIS

Name	
Address	
Phone number	Email address
Employed by what city?	In what region?
How long have you been a municipal clerk/city recorder?	

Regions are BRAG, CURA, DMWRA, GSLCRA, NRA, SCURA, SURA, and SRMCA.

What are your expectations of mentoring? _____

What kind of help are you looking for? _____

How long do you think you'll need a mentor? _____

When can you meet with your mentor? _____

What issues do you have difficulty with? (In general – see page 2 for specific tasks.) _____

What are your long-term career goals? _____

Describe your personality. _____

Describe the kind of mentor you are seeking. _____

What obstacles do you face? _____

MENTORING REQUIRES TIME AND COMMITMENT

*Send a copy of this form to Finn Kofoed, City Recorder, 1650 E. Stagecoach Run, Eagle Mountain UT 84005 or
fkofloed@emcity.org*

MENTORING NEEDS ANALYSIS, PAGE 2 – TASK LIST

Name

Task	✓ Mentor needed	Priority	Comments
Accident Review Committee			
Administering Oaths			
Agendas			
Annexations/Boundary Adjustments			
Annual Meeting Schedules			
Attesting Signatures			
Board & Committee Member Recruitment			
Budget Management			
Census			
Check Signing			
City Code			
City Fee Schedule Updates			
City History			
Crossing Guard Supervision and Training			
Document Imaging			
Elections			
Employee Evaluations			
Employee Termination Appeals			
Front Desk Coverage			
General Administrative Duties			
Management & Tracking of City Keys			
Meeting Minutes			
Notary Public Service			
Ordinances & Resolutions			
Personnel Manual Updates			
Plat Map Address Changes			
Public Notices			
Recording Documents with County Recorder			
Records Indexing			
Records Management			
Special Events			
Staff Training			
Vehicle Registration, Insurance and Sales			
Workers' Compensation			

Skill	✓ Mentor needed	Priority	Comments
Adaptability			
Analytical Thinking			
Attention to Detail			
Goal Setting			
Independence			
Initiative			
Innovation			
Leadership & Decision-Making			
Persistence			
Stress Tolerance			
Team Building			