

MENTEE name and contact info: _____

THE FIRST MEETING - THE MENTOR CHECKLIST

To get the most out of your mentoring relationship - and move past possible pitfalls - use this checklist before, during and after that first meeting with your mentee.

Before the first meeting:

- ☐ Send a quick message through introducing yourself.
- ☐ Ask your mentee for a short bio to introduce themselves.
- ☐ Consider your own experience and strengths, and what you'll bring to the relationship.
- ☐ Consider what you want to get out of the mentoring relationship - this is a two-way street.

At the first meeting:

- ☐ It can seem dry and impersonal, but start off by setting the parameters of your relationship - how often should you connect and how will you communicate? (In person, via Mentorloop chat?) Getting the housekeeping out of the way first can be a great ice-breaker.
- ☐ Introduce yourself to your mentee - thank them for their bio, and give a brief overview of your career highlights and relevant experience.
- ☐ Why are you here? Let your mentee know why you're offering your time back as part of this relationship, and how mentors have helped you along the way.
- ☐ Make sure you come away with a clear idea of what your mentee is looking for in this relationship, so you can start planning how you can best assist and guide them in achieving their goals.

After the first meeting:

- ☐ Consider what you discussed, ensure it's covered in the meeting wrap-up and logged.
- ☐ Schedule the next check-in, share any articles you've been enjoying, and start looking for opportunities to help your mentee grow!

