

Transitioning the mentoring relationship

Checklist for Mentors

Ending the mentoring partnership well is important in ensuring that mentoring pairs transition from a mentoring relationship to a strong collegial relationship. To ensure that the transition is as smooth as possible, mentors can use this checklist to help them to prepare for the final mentoring session.

Mentee		Mentor	
Date of Final Session			
Task #	Complete	Task	
1.		Ensure that the mentee is aware of when the final meeting will occur well before it does (e.g. introduce the topic around the third last session).	
2.	<input type="checkbox"/>	Approximately one month before you are ready to end your mentoring relationship, reflect upon what your mentee has accomplished and what you have gained as a mentor.	
3.	<input type="checkbox"/>	Complete evaluation activities (below) and notify the Mentor Program Coordinator of your intent to end the mentoring relationship, if applicable.	
4.	<input type="checkbox"/>	Complete the Final Meeting Reflection and Evaluation template prior to the final meeting.	
5.	<input type="checkbox"/>	Complete the Mentoring Program Evaluation Form and submit it to the Mentor Program Coordinator, if applicable.	
6.	<input type="checkbox"/>	Meet with your mentee and: <ul style="list-style-type: none"> • discuss your responses to the Final Meeting Reflection and Evaluation form;; • review the mentees development plan and goals to measure progress and determine whether you should engage in any subsequent follow--on developmental activities post mentoring relationship;; • celebrate your mentoring successes and the goals that the mentee has achieved;; and • discuss with your mentee your relationship transition. 	
	<input type="checkbox"/>		
	<input type="checkbox"/>		