

Transitioning the mentoring relationship

Checklist for mentees

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, mentees 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 you are aware of when the final meeting will occur well before it does (e.g. start talking about it around the third last session).			
2.	<input type="checkbox"/>	Approximately one month before you are ready to end your mentoring relationship, reflect upon what you have accomplished and what you have learned as a result of the mentoring.			
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"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Meet with your mentor and: <ul style="list-style-type: none"> • discuss your responses to the Final Meeting Reflection and Evaluation form;; • review the <i>Your development</i> plan and goals to measure progress and determine whether you should engage in any subsequent follow--on developmental activities post mentoring relationship;; • celebrate your successes and the goals you have achieved;; • thank your mentor for their time, effort and encouragement;; and • discuss with your mentor your relationship transition. 			
7.	<input type="checkbox"/> <input type="checkbox"/>	Touch base with your mentor in the future, as appropriate.			
8.	<input type="checkbox"/>	If appropriate, seek another mentoring partnership, either as a mentee or a mentor.			