

Checklist for the first meeting

Use this checklist to plan initial meetings with your mentee in light of what you hope to help them achieve over the long--term.

<p>Prior to meeting with your mentee:</p> <ul style="list-style-type: none"> • Check your mobile phone is turned off (if possible) • Make sure you will not be disturbed • If possible, arrange the furniture to promote conversation 	<p>☐☐</p>
<p>Introductions</p> <ul style="list-style-type: none"> • Say a little about yourself, explain the goals for the meeting and discuss how confidentiality should be handled 	<p>☐☐</p>
<p>Discuss what each of you perceives as the expectations and the boundaries of the mentoring relationship</p> <ul style="list-style-type: none"> • You might choose to use the Role Perceptions Rating Scale 	<p>☐☐</p>
<p>Discuss and record any issues that may affect the mentoring relationship such as time and financial constraints, lack of confidence, new to the role, etc.</p>	<p>☐☐</p>
<p>Get to know your mentee</p> <ul style="list-style-type: none"> • Review the mentee's work history and current experience and qualifications 	<p>☐☐</p>
<p>Discuss and record the mentee's <i>immediate</i> and <i>long--term</i> goals (if known)</p>	<p>☐☐</p>
<p>Arrange a meeting schedule (try to meet at least once a month or every 6 weeks)</p>	<p>☐☐</p>
<p>Record topics discussed, any actions to be taken and feedback given at each meeting</p> <ul style="list-style-type: none"> • Ensure that both parties have copies 	<p>☐☐</p>
<p>Confirm date and time for next meeting</p>	<p>☐☐</p>