First Meeting Checklist

Get to Know Each Other

☐ Learn something new about your mentee/mentor

Establish Guidelines

☐ When and where will we meet?

☐ How will we schedule meetings?

☐ How will we communicate between meetings?

☐ What agenda format will we use?

☐ Will there be any fixed agenda items to be discussed at every meeting?

☐ How will we exchange feedback?

☐ How will we measure success?

Mentoring Agreement

☐ Review Mentoring Agreement, modify if desired, sign and exchange

☐ Review goals for the mentoring relationship

Confirm Next Step

☐ Schedule date, time, and method of future meetings