Getting Started Checklist for Mentees

Before your first session

➢ Send your resume and a few brief paragraphs that describe your work and personal history to your Mentor, along with a word of thanks for volunteering to be your mentor.
➢ Request your Mentor’s contact information. Ask for their preferred method of contact (phone, Skype, Google Hangout, etc).
➢ Read up on your Mentor. Google your Mentor to read any news, published work, or announcements that are publicly available.
➢ Consider your answers to the following questions:
  o What are you expecting from your mentor and this process?
  o Do you like someone who will push you or someone who is just prepared to listen and offer advice from time to time?
  o Do you want someone to use as a resource (i.e. to help with introductions and networking)?
  o Do you want someone whom you can look to as a role model?
  o What are three mayor takeaways you hope to gain from this process?

For your first (and subsequent) sessions

➢ Take notes during the mentoring sessions and make sure to send the notes to your mentor immediately after the session so that both of you are on the same page.
➢ Follow up immediately after the first session with a note of thanks.
➢ Follow up immediately after the mentoring session with any actions to which you have agreed. Don’t delay, as it is more likely to slip your mind as days pass.
➢ Confirm the date and time of your next mentoring session.
➢ Send an email one to two days prior to confirm that the Mentor is still “on” for the next session.
➢ Give advance notice to the Mentor if you are running late or must cancel or postpone a session.