Getting Started Checklist for Mentors

- Introduce yourself to them as soon as possible after accepting the role of mentor and before arranging the first meeting (sending the CV might be helpful).
- Request for the Mentee to email a brief bio (just a few paragraphs) prior to the first meeting.
- Consider your own experiences and background in light of your Mentee’s career and life and reflect on areas of common interest and experience.
- After reading the Mentee’s communications, jot down a few curious questions that you can use as conversation starters in the first session.
- Identify options in your calendar for regular mentor meetings or conversations so you can offer dates and times for future sessions during your first conversation.
- Suggest a date and time for your first meeting or conversation. This can be done via internet or in person,
- Convey your enthusiasm and make a personal connection via the tone of your email or phone communication. (e.g. “I look forward to getting to know you.”) This will help relieve your Mentee of fears that he may be inconveniencing you.
- Follow up after the first session with a warm note of encouragement and remind the mentee to send you the minutes of the session.
- 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.