

Mentor Checklist: First Meeting, Adapted¹ for Physics Department Mentoring Forum, May 2009

- ___ Confirm agenda and meeting time once contacted by potential mentor.
- ___ Discuss your expectations with your prospective mentee and listen to his or her expectations. (Can use expectations worksheet.) State any concrete skills and/or resources that you have to offer. Discuss the mentee's immediate and long-term goals. Explore useful professional development experiences in light of these goals. Formulate a list of responsibilities, either formally or informally, that synthesizes both of your sets of expectations and defines responsibilities.
- ___ Discuss with your mentee what you both perceive as the boundaries of the mentoring relationship, and how you will deal with confidentiality issues.
- ___ Discuss any issues that may affect the mentoring relationship such as time constraints, newness to the role, etc.
- ___ Spend time getting to know one another (e.g. both describe past academic histories, goals, strengths and challenges).
- ___ If appropriate, formulate an action plan: discuss your long-term goals for the mentoring relationship and create a plan that implements your responsibilities within the relationship.
- ___ Arrange a meeting schedule with your mentee (the number and length of contacts per quarter), and determine when your next meeting will be. Discuss how you will contact one another (via email, phone, face-to-face etc.) and who will contact who. Agree on a procedure for notifying one another if one will be late or absent.

¹ From The University of Washington Graduate School Mentoring guides as well as the CWD Student Mentee Handbook