

# MENTOR FIRST MEETING CHECKLIST



To get the most out of your mentoring relationship - and move past possible pitfalls – we recommend running through this checklist before, during and after that first meeting with your mentee.

\*\* Note this is not an exhaustive list of ideas, just some ideas to help you start building a relationship with your mentee.

It will be the Mentee's responsibility to make contact with you and set up the first meeting.

## Before the first meeting:

- You might like to send your mentee a quick message introducing yourself giving a brief overview of your career highlights and relevant experience.
- Consider your own experience and strengths, and what you'll bring to the relationship.
- Consider what you want to get out of the mentoring relationship - this is a two-way street.

## At the first meeting:

- Discuss time and length of the relationship as well as frequency and length of meetings, locations of meetings (we recommend about 1 hour every 6 weeks).

INFORMATION

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- Discuss how best to meet and how best to contact one another (via email, telephone etc). Agree on a procedure for notifying one another if one will be late or absent;
- Let your mentee know why you're offering your time as part of this relationship, and how mentors have helped you along the way.

Make sure you come away with a clear idea of what your mentee is looking for in this relationship, so you can start planning how you can best assist and guide them in achieving their goals.

### After the first meeting:

- Consider what you discussed. If your mentee sends you a meeting note, make sure what was discussed is covered.
- Accept the next check-in invite, share any articles you've been enjoying, and start looking for opportunities to help your mentee grow!

### At the second meeting:

- A more detailed plan of action can be developed, where goals for the mentee can be broken down into mini goals or specific tasks.
- Agree on the task/s for the mentee to complete by the next meeting.

### At the third and subsequent meetings:

- Discuss the results of the set tasks.
- Discuss the progress made and include obstacles met in trying to achieve desired goals.
- Provide feedback and analysis of issues, offer advice and guidance for future actions.