

# MENTORING CHECKLIST

1. 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. (Electronically or via hard copy).
2. Request your Mentor's contact information. If applicable, also ask for contact information for his or her assistant.
3. Enter it into your mobile phone and other contact databases for easy access later on.
4. Read up on your Mentor. Google your Mentor to read any news, published work, or announcements that are publicly available.
5. Get a journal or notebook which can be used **exclusively** for taking notes during your Mentoring sessions and containing any related materials and bring it with you to the first session.
6. Bring your business card to the first session.
7. Dress professionally for the session, as if you might for an interview. You may shift to more casual business attire later on, but be aware that you will make an important impression in the first meeting.

8. Do take notes during the session, although not extensively or it will feel like an interview.
9. Arrive 5 - 10 minutes early for the session and remember to plan adequate travel time to arrive on time.
10. Pay attention to time and bring the conversation to a close when you reach the time limit indicated by the Mentor.
11. Follow up immediately after the first session with a note of thank you and what you got out of the session.
12. Follow up immediately after the mentoring session with any actions to which you have agreed.
- 13. Don't delay, as it is more likely to slip your mind as days pass.**
14. Send an email one to two days prior to confirm that the Mentor is still "on" for the next session.
15. Give advance notice to the Mentor if you are running late or must cancel or postpone a session.

