

1 Reflect on suitability of match

Within your first few weeks of your mentor relationship, you should have a good sense of how things are developing:

- Evaluate the suitability of your match (i.e. is it good, neutral, weak, etc.?)
- How often do you communicate?
- Have you developed a Personal Plan for Success?
- Have you developed your Mentoring Agreement?
- Have you participated in or listened to a Roles and Responsibilities webinar?
- Have you logged into the eMentorConnect system and reviewed the resource library?
- How do you feel after meeting with your mentor/mentee?
- Is the amount of time you are investing sustainable for the duration of the mentorship?
- Have you canceled three or more meetings in a row?

If you responded favorably to the above questions, Good Job! You and your partner appear to be on track with your relationship!

If you responded unfavorably to more than two of the above questions, please continue to Step 2 of the checklist.

2 Uncovering and exploring obstacles to your relationship

If you agree with any of the following, you should follow the **instructions to end your mentorship**

- There's been a substantial shift in my personal obligations, and I no longer have the capacity to commit to this mentorship
- There's been a substantial shift in my professional obligations, and I no longer have the capacity to commit to this mentorship
- Attempts to make this mentorship effective have not succeeded

If you do not agree with the above, then please make sure you've completed the mentorship milestones found on the following page.

3

Uncovering and exploring obstacles to your relationship

Arrange a meeting with your partner (online, online video chat, phone, face to face) to discuss your answers from the above questions that you feel are impacting your relationship. Ask open-ended questions to gain alignment and agreement.

Develop a short term action plan to move your mentoring relationship to a highly effective one.

Be sure you've met these essential mentorship milestones :

- First Meeting
- Completed Mentorship Agreement Template
- Used FIT Form to create mentorship goals
- Begin regular communication