

The initial meeting between the mentor and mentee is critical to the success of the relationship, because it sets the tone and expectations. It is extremely important to take the time to establish trust. The end result of this first meeting will be a mentoring agreement.

In preparation for your first meeting, take time to review the profile of your partner. Take note of commonalities and look for uniqueness. Both the mentor and mentee should come to the discussion with an outline of what they would like to get accomplished. A suggested outline of your initial discussion is included in this resource.

Get Acquainted

- Find commonalities
- Review your communication preferences
- Understand the why's behind your matching

Discuss what mentoring is and isn't :

- Role of the mentor is to support the mentee and to strengthen competencies needed to enhance job performance
- Purpose of relationship is to support the mentee in their agenda and career goals. Mentor and mentee need to have a realistic understanding and agreement of where the mentee is now and where they would like to be.
- Mutual learning relationship, experience
- Share both successes and failures openly

Discuss your overall mentoring goals :

- Where are you going?
- What are your visions and aspirations?
- What specifically do you want to develop, learn, hone in this relationship?
- What are your strengths, weaknesses and behavioral style?
- How can a mentor help you achieve your goals?
- How can a mentee help you achieve your goals?

Create a Mentoring Agreement :

- Utilize template to guide in creation of Mentoring Agreement. Mentee will enter agreement into eMentorConnect to alert Program Administrator
- Create a firm appointment for next regular check-in with Mentor