

## Being an Effective Mentor: Your First Meeting as a Mentor



### BEFORE your first meeting

- ❑ Review any published guidelines about the process and expectations for mentoring.
- ❑ Ask those who were involved in pairing you with the mentee (i.e., the mentee's manager or HR Manager) to share why they thought the match would be beneficial and what they hope comes from the mentoring.
- ❑ Ask for your mentee to provide his/her resume or URL to his/her LinkedIn profile.
- ❑ Share your resume or URL to your LinkedIn profile with your mentee.
- ❑ Review the mentee's resume or LinkedIn (if it exists) profile in order to gain a better understanding of his/her professional background.

### DURING your first meeting

- ❑ Share professional background and information on what your position contributes in the organization including current assignments and areas of focus.
- ❑ Discuss and decide how you will work together, including items such as:
  - The best time and method to meet. Set up your first few meetings.
  - The preferred method for staying in touch between meetings, if there is a need.
  - The type of issues and/or situations that may be discussed.
  - Preferences regarding confidentiality.
- ❑ Ask your mentee about goals and areas where he/she wants input, support or resources.

### AFTER your first meeting

- ❑ Make note of any agreements the two of you made and schedule any follow up.
- ❑ Consider the rapport established and goals discussed during the first meeting and decide if you think you can continue to be an effective mentor. If not, notify those who suggested the pairing.
- ❑ Share some brief feedback with anyone who suggested the pairing (i.e., manager, HR Manager) about how the first meeting went (not necessarily meeting content).

