

Employee mentoring program - Mentee's checklist

Before the first meeting:

- Whilst it is not a requirement, it is recommended you advise your supervisor you are participating in the mentoring program.
- Consider your goals for the mentoring relationship – why have you applied and where do you want to be in 6 months?
- Send a short introduction/bio to your mentor – just a couple of paragraphs about your career and where you are right now.
- Think about how your mentor could best assist you? Consider what you want to get out of the mentoring relationship.
- Prepare SMART goals for the mentoring relationship to provide your mentor with a clear idea of why you're participating in the mentoring program.
- Complete and review the recommended online training and support resources.

At the first meeting:

- Start by confirming the expectations of your relationship – how will you communicate and how often will you connect?
- Note the ground rules for the mentoring relationship. Consider confidentiality, respect, meeting attendance and frequency (*eg 60min meeting once a month is the recommended length and frequency*).
- Let your mentor know how you will be tracking success – you should be the one driving this relationship (*eg sharing post meeting notes, managing follow-up meetings*).
- Discuss your SMART goals for the mentoring relationship, and give your mentor a clear idea of why you're there.
- Spell out the 'what ifs' – what to do if time available becomes an issue or if the parties are not compatible.
- Agree on the end date of the relationship and a process for winding down the relationship.

After the first meeting:

- Share a follow-up highlighting key points discussed in your meeting, including any agreed next steps.
- Schedule your next meeting, share useful resources, set some tasks and goals and start planning and looking for opportunities to help you to meet those goals!