Southern Cross University

Employee mentoring program – Mentor's checklist

Before the first meeting:

- ❑ Ask your mentee for a short bio to introduce themselves. As a mentor consider your own experiences and strengths and what you'll bring to the relationship.
- ❑ Consider what you want to get out of the mentoring relationship.
- ❑ Review and complete 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 *(eg 60 min meeting once a month is the recommended length and frequency)*?
- ❑ Note the ground rules for the mentoring relationship (*eg confidentiality, respect, commitment)*.
- ❑ Introduce yourself to your mentee, thank them for their bio, and give a brief overview of your career highlights and relevant experience.
- ❑ Why are you here? Let your mentee know why you're offering your time as part of this relationship and how mentors may have helped you along the way.
- ❑ Review your mentee's SMART goals and make sure you understand what your mentee is looking for in this relationship, so you can start planning how you can best assist and guide them in achieving their goals.
- ❑ Spell out the 'what ifs' – what to do if time available becomes an issue or if the parties are not compatible.

After the first meeting:

- ❑ Consider what you discussed; ensure it's covered in a meeting wrap-up.
- ❑ Schedule your next meeting, share useful resources or articles and start looking for opportunities to help your mentee grow.

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