

# Effective Mentoring Practices

## Meeting Checklists



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Complete the items below, prior to your meetings, for successful conversations:

### First Meeting

- Complete Partnership Agreement
- Complete Setting Short-Term and Long-Term Goals section
- Send Partnership Agreement and Setting Short- and Long-Term Goals worksheets to your mentor two days prior to your meeting
- Research your mentor (What company do they work for? What do they do?)
- Make a list of questions about topics you're interested in talking to them about
- Send a thank you note to your mentor (after your meeting)

### Future Meetings

- Review tasks that you and your mentor agreed upon in the previous meeting
- Upload/send any documents to your mentor two days prior to your meeting
- Make a list of any questions you may have about conversation topics or new items
- Send a thank you note to your mentor (after your meeting)

### Last Meeting

- Reflect on the mentorship—what have you learned? What are you thankful for?
- Reflect on any final questions you may have.
- Send a thank you note to your mentor (after your meeting)

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## Partnership Agreement



To help ensure a successful mentorship, set your preferences and expectations below. In your first meeting, agree on how you will communicate and review your answer choices together.

### Meeting Preferences

#### Preferred mode(s) of communication

- Phone
- Text
- Email
- Video Chat
- In-Person
- No Preference

#### Desired communication frequency

- Weekly
- Every other week
- Monthly
- As needed
- Other \_\_\_\_\_

#### Desired response time:

- One day
- Three days
- One week
- Other \_\_\_\_\_

#### Desired time to notify if you will miss a meeting:

- One day
- Three days
- One week
- Other \_\_\_\_\_

### Select the importance of the following traits in a strong mentorship:

	Very Important	Important	Moderately Important	Of Little Importance	Un-important
Curiosity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discretion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Generosity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Honesty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-Reflection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sensitivity to diversity (e.g, culture, race, gender, religion)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Effective Mentoring Practices

## Short-Term Goals Worksheet



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### Short-Term Goals

Consider the activities below and concentrate on your top goals for this year.

Keep Your Goals  
S.M.A.R.T.

Specific  
Measurable  
Action-Oriented  
Realistic  
Timely

*Indicate your interest in learning more:*

	Low	Medium	High	N/A
Learn 3 insights into my mentor's academic experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Learn 3 insights of how personal and professional life fits together	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Learn 3 successful job interview strategies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Learn 3 ways to improve my chances of getting a competitive and desirable job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Improve my resume/portfolio/CV and use it to apply to 1 job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shadow my mentor at their workplace twice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other activities \_\_\_\_\_

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## Long-Term Goals Worksheet



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### Long-Term Goals

Concentrate on what you'd like to accomplish over the next few years. How can your mentor set you up to accomplish these goals?

Keep Your Goals  
S.M.A.R.T.

Specific  
Measurable  
Action-Oriented  
Realistic  
Timely

Activity	Mentee Response
List 1-3 long term goals	
How can your mentor help you achieve these goals?	
List resources/skills that you currently possess that helps you achieve these goals	
List resources skills you would like your mentor to help you develop.	
What is the biggest challenge to achieving your goal?	

# Effective Mentoring Practices

## Helping your Mentor Get to Know You



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Help your mentor get to know you better in advance! Try filling in the table below and share your thoughts around career, education related topics, or other things that you'd like your mentor to know about you.

Life Area	I feel confident about...	I have these opportunities...	I need help with...
<p><b>Career</b></p> <p><i>Example topics: resume help, job shadowing, information interviews, etc.</i></p>			
<p><b>Education</b></p> <p><i>Example topics: choosing a major, classes, GPA standards in industry, etc.</i></p>			
<p><b>Other</b></p> <p><i>Example topics: balancing family and career, etc.</i></p>			