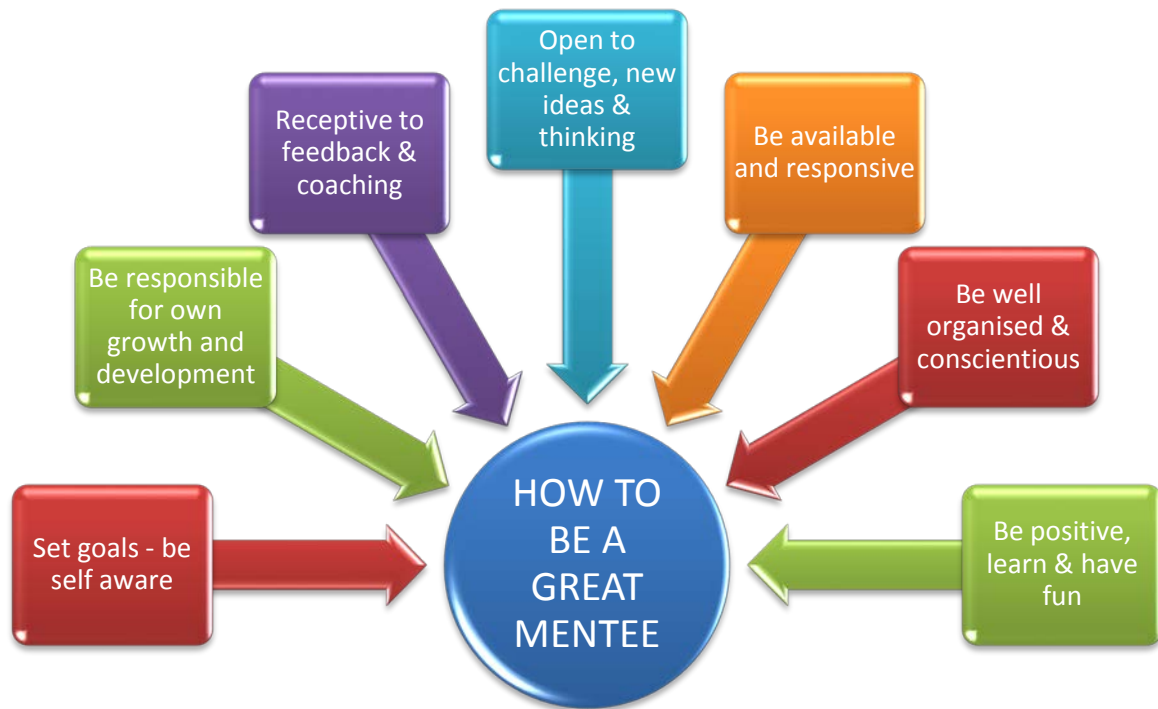


MENTEE FIRST MEETING CHECKLIST



Typically, first meetings allow the mentee and mentor to get to know a little bit about each other, attach a face to a name and gain a bit of comfort.

To do so, you need to think about what setting would feel comfortable for both of you, and plan out some conversation starters — knowing that these are tools if you need them, not a formula.

Importantly, you as the mentee needs to make contact with the assigned mentor and arrange the first meeting.

PRIOR TO FIRST MEETING

Prior to the first meeting, take 5 minutes to do a brainstorm/dump of all short, medium or long term goals – anything and everything. Prioritise the goals you wish to work on with your Mentor.

Using the **S.M.A.R.T** format:-

S.M.A.R.T

S – specific, significant, stretching

M – measurable, meaningful, motivational

A – agreed upon, attainable, achievable, acceptable, action-oriented

R – realistic, relevant, reasonable, rewarding, results-oriented

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T – timely, tangible, trackable

Create a sense of purpose: – Goals give meaning and aspiration to your personal and professional aspirations. Writing your goals down helps you focus and gives you a sense of purpose on where you might like to head.

Have clear, focused intentions: - Make deliberate decisions about your direction to get better results from your mentoring.

Foster better time management: - Manage your time well and effectively by using your time with your mentor wisely.

Drive motivation: - Similar to above, seeing the goals you set ahead of time will inspire you and will help with the conversation. Goals will give you a sense of urgency and push you in the right direction.

Hold yourself accountable: - You are responsible for your learning and getting the most out of your sessions – be accountable to yourself.

Make sure you read the guide to [Setting Mentee Goals](#)

First meeting and possible questions:

It might be a good idea to write some open-ended questions (questions that can't be answered with a yes or no answer). Below are some topics and question suggestions that might help start the conversation: -

Career

- What have you done to develop your career?
- Who had the most significant impact on your choosing this career?
- What are the things you find personally rewarding in your career?
- What does a day in the life of you, look like?

Networking

- Who helped you to get into this field through networking or otherwise?
- What professional associations or organisations are useful to belong to in this field?

Corporate Culture and Expectations

- What terminology or ideas should I remember when I am applying for a job in this field?
- What do you know about this area that I don't which would make the greatest difference?

Personal

- What are the things you find frustrating or disappointing and how do you manage these?
- How do you balance home and work commitments?
- What's the most effective daily habit you possess?

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FIRST MEETING CHECKLIST

- Exchange information about background, careers, interest. Get to know each other a little better.
- Discuss what you both perceive as the boundaries of the mentoring relationship and how you will both deal with confidentiality.
- Outline any concrete skills and goals you hope to achieve and ways you will continue to review the information you hope to gain.

Discuss and Agree:

At the first meeting, discuss and agree on the following: -

- Time length of the relationship;
- Discuss how best to meet and how best to contact one another (via email, telephone etc). Agree on a procedure for notifying one another if one will be late or absent;
- Frequency and length of meetings, locations of meetings (we recommend about 1 hour every 6 weeks).

After the first meeting, send your Mentor a note on your discussions and agreed set tasks to be completed (if any) prior to the next meeting.

Further meetings

At the second meeting:

- A more detailed plan of action can be developed, where goals for you, the mentee, can be broken down into specific tasks.
- Agree on the task/s for you to complete by the next meeting.

At the third and subsequent meetings:

- You should present the results of the set tasks.
- You should both discuss the progress made and include obstacles met in trying to achieve desired goals.
- The mentor can provide feedback and analysis of issues and offer advice and guidance for future actions.