



Mentor/Mentee Checklist First Meeting/Orientation

Ideally, a mentor should be able to:

- Focus on the Mentee
- Stay accessible, committed, and engaged
- Listen well
- Offer encouragement through genuine positive reinforcement
- Be a positive role model
- Share “lessons learned” from their own experiences
- Be a resource and a sounding board

A mentee should be able to:

- Commit to self-development
- Assume responsibility for acquiring or improving skills and knowledge
- Be open and honest on their goals, expectations, challenges, and concerns
- Actively listen and ask questions
- Seek advice, opinion, feedback, and direction
- Be open to constructive criticism/feedback and ask for it
- Respect their mentor’s time and resources
- Give feedback to mentor on what is working or not working in the mentoring

- Introduce each other: Background, experience, interests, family
- Exchange Contact Information: Email/phone numbers
- Schedule Meetings: Monthly, weekly, ad hoc
- Set Place and length of time for meetings
- Discuss Mentor Goals: How do I give back as a mentor?
- Checklist for Mentor/Mentee Activities
 - What Action Plan will help you learn the most?
 - Roleplaying, networking, processes and procedures
- Commit to AFP Mentorship Kickoff Event, Mid-Year Event, and Concluding Event
- Participate in Mid-Year Mentorship Survey to Provide Honest Feedback

Questions can be directed to the Mentorship Committee Chair, Suzie Blake at blakesuzie@gmail.com or 616-930-5686

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