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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