FIRST MEETING TOOL

1. Briefly describe the nature of your experience/education in your field.
2. Describe your interests, hobbies, or causes that you support.
3. Goals of the mentee or assistance needed:
   1. Immediate:
   2. Longer Term:
4. Mentee’s Greatest Challenges – short and long term:
5. Assistance Mentor Can/Would Like to Provide (Keep this general at this point):
6. Any Limits or Constraints in the Relationship:
7. Preferences for Communication/Feedback:
   1. Mentor:
   2. Mentee:
8. How will we measure progress both on the mentee’s goals and on the partnership itself?
9. Best Times/Places to Meet:
10. Dates/Times/Places for Next Meetings (priority to mentor; date, time, and location):
11. Action Items to Be Completed before Next Meeting:
    1. Mentor
    2. Mentee