



Mentoring Checklist

- Review Mentee Profile
- Reach out to Mentee to establish first meeting for September or October
 - Prepare goals and objectives for initial meeting
 - Commit to keeping this meeting!**
- Initial Meeting
 - 30 to 60 minutes of get to know you to forge a positive relationship
 - Worksheet goals and objectives
 - These can be broad goals that you narrow down later to pinpoint the mentee's more specific professional objectives. Some things the mentor and mentee might list as goals for their relationship include:
 - Fostering leadership development
 - Reducing stress and preventing burnout
 - Improving the mentee's motivation and job satisfaction
 - Making steps towards career/association development
 - Identify Responsibilities – come to next meeting prepared
 - Establish Future Meeting Schedule – book ALL future meetings today
 - Every month for 3 to 6 months
 - Move to every other month if desired after first 3 meetings
 - Commit to keeping these meetings!**
- Complete Assessment Form and return to EASFAA CONNECTS committee chair

- Future Meetings

As the Mentor, your goal is to discuss their short- and long-term goals with them and help them develop their ideas

- Written statement of goals?
- Provide them with skills to work on (volunteer for special projects or committees, speak up more in meetings, read books or listen to podcasts on leadership, watch LinkedIn trainings, relevant EASF AA webinar archives or attend upcoming trainings)
- Make introductions – expand the mentees professional social circle
- Evaluate Progress at the 6-month mark (January/February)
- Revisit short- and long-term goals and objectives, celebrate accomplishments and determine ways to improve/things to work on
- Adjust goals as needed
- Mentor: Complete assessment form and return to LEADS Committee Chair
- Conclude official relationship in May 2023 – gift to mentor and mentee