## A red and white sign Description automatically generated with medium confidenceMentoring 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 EASFAA 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 – gift to mentor and mentee