



First Meeting Checklist for Mentees

A few things to check off before, during, and after your first meeting to make sure you're off to a good start.

Before your first meeting:



Peruse your mentor's digital professional profile

Check out their LinkedIn profile, and if they have it, their other social media accounts or blog.



Send them a short bio or intro

Give them a bit of background on your career, where you want to go, and how you're hoping they can help you get there.



Consider your goals

Although you can ask your mentor for help in setting goals, it's helpful to give this a think before you meet.



Help them help you

Consider your needs and be open with your mentor about them; help your mentor support you better.



Who, what, when, where, how

Think about when and how often you want to touch base - through video call? At the local cafe?

During your first meeting:



Eyes on the road, hands on the wheel

You are responsible for driving this relationship.

Let your mentor know how you'll be tracking your progress - and do it!



Clearly present your goals

Set some realistic timelines and be prepared to discuss challenges.

Your mentor might help you amend this, but it's best to come prepared.



Send feedback

Check in with your mentor and ask if there's anything you could do to make the time more valuable for the both of you.



Pick up the tab or split it

Meeting in person? Shoulder the coffee.

If meeting virtually, send a thank-you email afterwards.

After your first meeting:



Follow up with a summary email

Include your meeting notes and actions, share your availability for the next meet-up, and send them a LinkedIn invite.



Reflect on some actionable items

Have a think about some easy wins you can grab and try to do them before your next meeting.



Be grateful and pay it back

Thank them for their time and don't forget to ask if you can help with anything. The best mentoring relationships are reciprocal.