

First Meeting Checklist for Mentors

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 mentee'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 and some tidbits about yourself to break the ice.



Ask them to introduce themselves

If they haven't already, ask them to send you a short bio and tell you which areas they'd like your insight on



Consider your own experience and strengths

Have a think about what you can bring into this relationship. Most of the time, we have more to offer than we initially think.



Consider what you want to get out of this relationship

Mentors can gain so many great things from being one - mentoring is always a two-way street.

During your first meeting:



Set the parameters

Get the housekeeping out of the way early. Talk about how often you're available to meet, how you prefer to communicate, etc.



Introductions!

Give your mentee a more in-depth overview of your experience and career highlights and ask them to do the same.



Why are you here?

Let your mentee know why you're offering your time and share how mentors have helped you along the way.



Make sure you're getting it right

Make sure you come away with a clear idea of what your mentee is looking for so you can start planning how you can best guide them.

After your first meeting:



Review and reflect

Consider what you discussed, review your mentee's meeting wrap-up and send some additional feedback if applicable



Share some resources

Now that you have some idea of what your mentee wants and needs, share some relevant blogs or podcasts to get them started



Encourage your mentee to schedule your next catch up

If your mentee hasn't tried to schedule your next meeting after a few days, they might be feeling a bit shy - reach out!