

FIRST MEETINGS CHECKLIST FOR MENTORS*

It will be the responsibility of your prospective mentee to set up a first meeting and steer the conversation, but keep these topics in mind as you move through your initial discussion with them to ensure you are both on the same page about the mentoring relationship, potential timelines, and other important topics.

- Read through relevant materials on the mentoring relationship, your role, and establishing goals available through mentor.uiowa.edu
- Actively listen as your mentee explains their goals for meeting and what they hope to gain from the relationship - consider reading through their responses on the [Reflection for Mentees](#) worksheet together
- Discuss and record your mentee's short-term and long-term goals using the [SMART goals](#) framework
- Review your mentee's current progress towards their SMART goals
- Explore useful academic, professional, and/or personal developmental experiences in relation to your mentee's SMART goals
- Discuss and record options for completing these SMART goals and target dates for completion
- Amend the mentoring goals as needed to focus on your mentee's growth over time
- Discuss and record with your mentee the boundaries of your relationship
- Discuss and record any issues that may impact your mentoring relationship, such as time, lack of confidence, newness to the role, academic or professional deadlines, etc.
- Arrange a consistent meeting schedule for check-ins with your mentee and discuss preferred methods of communication outside of meetings (email, phone, etc.)
- Encourage your mentee to exchange feedback with you on a regular basis and determine a consistent schedule for these conversations
- Record topics discussed and feedback given at each meeting
- Request that all meeting records be kept private and in a safe place for future reference

→ MENTOR.UIOWA.EDU

*Adapted from University of Nebraska-Lincoln (UNL)