

# PLANNING FOR FIRST MEETINGS FOR MENTEES\*

Before your first meeting with your mentor, use this checklist to plan out a flexible agenda. Think about what you want to achieve in the short and long term, as well as how you can communicate these goals effectively with your mentor.

- \_\_\_ Read through relevant materials on the mentoring relationship, your role, and establishing goals available through [mentor.uiowa.edu](https://mentor.uiowa.edu)
- \_\_\_ Arrange first meeting with prospective mentor
- \_\_\_ Explain your goals for meeting and what you hope to gain from the relationship based off of your answers to the [Reflection for Mentees](#) worksheet
- \_\_\_ Discuss and record your short-term and long-term goals using the [SMART goals](#) framework
- \_\_\_ Review your current progress towards your SMART goals
- \_\_\_ Explore useful academic, professional, and/or personal developmental experiences in relation to your SMART goals.
- \_\_\_ Discuss and record options for completing these SMART goals and target dates for completion
- \_\_\_ Amend your mentoring goals as needed to focus on your growth over time
- \_\_\_ Discuss and record with your mentor 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 mentor and discuss preferred methods of communication outside of meetings (email, phone, etc.)
- \_\_\_ Encourage your mentor 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
- \_\_\_ Thank your mentor for their time and investment in your growth

→ [MENTOR.UIOWA.EDU](https://mentor.uiowa.edu)

\*Adapted from University of Nebraska-Lincoln (UNL)