

## Preparing for your CUmentor Meeting

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The first conversation with your mentor will set the tone for the rest of your partnership. Ensure that you and your mentor become acquainted and establish communication expectations for the remainder of the partnership.

It is suggested that partnerships create an agreement outlining the goals, objectives, expectations, contact dates, etc., in order to strengthen the process.

### Create Goals (ask yourself)

- What do I want to learn from my mentor?
- What do I hope to gain from this experience?
- What personal and professional areas do I need improvement on?

➔ Once you have created goals, expect to share them with you mentor.

### Get Acquainted (ask your mentor)

- How long have you been with the company?
- What do you enjoy most about your current position?
- How long have you worked in this industry?
- Where did you go to college?
- Where did you grow up?
- Where do you currently live?
- What are your interests and hobbies?

### Establish Partnership Guidelines

- When, where, how long, and how frequently will we meet/talk/correspond?
- How with we schedule meetings?
- What happens if one of us cancels or postpones a meeting?
- Will we create a written agenda and document action items?
- What permanent discussion items will be part of every meeting?
- How will we evaluate or meetings?
- How often will we communicate between meetings?
- How will we communicate (via e-mail, phone)?

### Confirm Next Steps

- When and where is our next meeting?
- When and how will we reconfirm the meeting, date, time, and location?
- What do we need to prepare for the next meeting?

Refer to Mentor Handbook for suggested activities.