

THE FIRST MEETING - THE MENTEE CHECKLIST

To get the most out of your mentoring relationship - and move past possible pitfalls - we recommend running through this checklist before, during and after that first meeting with your mentor.

Before the first meeting:

- Check out your mentor's digital footprint - are they on Twitter or just LinkedIn? Do they have a blog?
- Send through a quick intro/bio via Mentorloop chat - don't go crazy with a cover letter and 6-page CV - just a couple of paragraphs about where you are right now.
- Consider your goals for the mentoring relationship - why have you signed-up, and where do you want to be in 6 months?
- Start to think about how you think your mentor could best assist you?

At the first meeting:

- Start by confirming the expectations of your relationship - how will you communicate and how often will you check in?
- Let your mentor know how you'll be tracking success - you should be the one driving this relationship - i.e. will you be sharing post-meeting notes, managing follow-ups and logging activity in Mentorloop?
- Come prepared with three key goals for the mentoring relationship, and give your mentor a clear idea of why you're here.
- DON'T straight-up ask for a job in the first conversation.
- DO buy the coffee, or agree to split the bill if your mentor insists on paying their way.

After the first meeting:

- Share a follow-up highlighting the key points discussed in your meeting, including any agreed next steps.
- Connect with your mentor on LinkedIn and any other relevant online media.
- Schedule your next meeting, set some tasks and goals within Mentorloop and start planning how you're going to hit those goals!

