



Mentor Checklist

Use this quick checklist to cover the basics of your new mentorship.

- ☐ Introduce yourself! Tell your mentee about your background and career.
- ☐ Get to know your mentee.
 - ☐ Mentee introduces themselves and their background experience.
 - ☐ What does the mentee want to get out of the mentorship?
 - ☐ Does the mentee have any concerns or worries about the mentorship?
- ☐ Schedule regular meetings. How often are you meeting?
- ☐ Discuss upcoming vacations or other obligations or commitments (work, study, family). Consider creating a shared calendar where events can be added for the whole team's awareness.
 - ☐ Put checkpoints and major milestones on your calendars.
- ☐ Discuss how you plan to communicate asynchronously outside of your meetings. Is there a preferred platform, such as slack, that is a reliable means of communication?
- ☐ Agree on number of hours to spend on this project per week.
- ☐ Discuss the scope of the project.
- ☐ Discuss the timeline and be aware of all major milestones, including the two checkpoints. See the important dates [here](#).
- ☐ Discuss and share resources / documentation / materials you would recommend for your mentee on your project.



Common Questions

How do I choose a mentee?

1. You are always welcome to set up a Slack or Webex chat with a potential mentee to explore whether it's a good fit before you pick a mentee.
2. Consider your respective time zones and if it will prevent a good working relationship or cause problems communicating on the project.
3. Make sure mentees have the background and skills required for your project, but also keep in mind that the mentorship is meant to help mentees grow their skills and learn from you.
4. Ask your prospective mentees what, in addition to the QAMP project work, they are hoping to gain from a mentorship. *For example, are they looking for career or academic guidance and advice?*

What do I do if things aren't going as expected?

1. Schedule a meeting with your mentee to discuss the issues.
2. Ask Gemma (Gemma.Dawson@ibm.com) or the [@advocate-squad](#) for help.
3. The trial period ends at Checkpoint 1. If the issues have not been resolved, you may dissolve the mentorship relationship.

What are some possible causes for termination the mentorship?

1. Mentee not showing up for scheduled meetings.
2. Not following through on the commitment the mentee agreed to at the beginning.
3. Unexpected circumstances prevent either party from meeting their commitments.

Should the mentorship include career advice?

1. Yes! If your mentee is interested in career advice, this is a great topic to discuss.