

MENTORING PREPARATION WORKSHEET FOR MENTEES

To create a successful mentoring relationship, indicate your preferences and expectations in the following sections. During your first meeting, agree on how you will interact with your mentor and the topics you will discuss.

A. Meeting Preferences

Identify how you would like to connect with your mentor:

1. Preferred interaction methods:

- ☐ In-person
- ☐ Phone
- ☐ Video chat
- ☒ No preference

2. Desired interaction frequency:

- ☐ Weekly
- ☒ Every other week
- ☐ Monthly
- ☐ As needed | other: _____

3. Desired response time:

- ☐ One day
- ☐ Three days
- ☒ One week
- ☐ Other: _____

4. Meeting cancellation/ rescheduling:

If you must miss a meeting, please provide at least 48 hours notice except in cases of an emergency.

B. Discussion Topics

Select up to three help topics that you would like to discuss with your mentor:

- | | |
|---|---|
| <input type="checkbox"/> Balancing career and family | <input checked="" type="checkbox"/> Job shadowing (externships) |
| <input checked="" type="checkbox"/> Careers in academia | <input checked="" type="checkbox"/> Navigating workplace culture |
| <input type="checkbox"/> Choosing a major | <input checked="" type="checkbox"/> Making a career change |
| <input checked="" type="checkbox"/> General advice and networking | <input checked="" type="checkbox"/> Overcoming barriers to academic success |
| <input checked="" type="checkbox"/> Getting involved on campus | <input type="checkbox"/> Resume/CV feedback |
| <input checked="" type="checkbox"/> Graduate or professional school | <input type="checkbox"/> Salary negotiation |
| <input checked="" type="checkbox"/> How to build relevant career experience | <input type="checkbox"/> Starting your own business |
| <input type="checkbox"/> Identity in school and the workplace | <input type="checkbox"/> Strategies for career growth and promotion |
| <input type="checkbox"/> Interview preparation | <input checked="" type="checkbox"/> Success in a first job |

C. Discussion Questions

Develop 3-5 questions to ask your mentor during your meetings based on the three help topics you previously identified. For example questions, please see the *PMM Mentoring Program: Student Guide*, under the **What To Talk About During Your Mentor Meeting** section on pg 6.

D. Professional Mentoring and Meetups Program Timeline

The following timeline can be used to keep you on track to meet at least three times with your mentor. Each semester, you can connect with a new mentor and follow the same timeline. See *PMM Program Calendar* (pg 3).

Fall / Spring

August / January

