**Implementing a Formal Mentoring Program**

Have you….

* Appointed a select group of employees to design the program and determine specific requirements, goals, etc. you wish to accomplish with the program.
* Had employees complete appropriate Employee-Mentor Application Form to determine their preferences and goals.
* Had potential mentors complete Mentor Profile Forms.
* Circulated mentor biographies/profiles so that employees are able to select a desired mentor or so that you are able to appropriately match up employee-mentor pairs.
* Held an initial meeting for mentors and employees during which they specify goals, future meetings, and timeframes.