



Mentee Checklist (Bronze & Silver):

1. Scope out your mentor's digital footprint. Read their bio, connect the dots of where they have been and if you have mutual colleagues.
 2. Have a clear understanding of what your goals or expectations are for your experience in the Mentor Program and share with your mentors.
 3. Brainstorm ways you feel like your mentors can help you.
 4. Keep track of your journey with meeting notes and actions.
 5. Be prepared to talk about the challenges or obstacles you expect to encounter over the next year.
 6. After your meet-ups, follow up with a summary email or reminders of any action items.
 7. Be aware of not taking your mentors for granted. Thank them for their time and always ask if there is anything that you can do to help be a better mentee, or to help them. The best mentoring relationships are reciprocal.
 8. Try to avoid conversations that veer away from your goals and be respectful of your mentor's time.
 9. Be prepared and give thought prior to each meeting.
 10. Provide a level of organization for your group. Make sure there is a meeting time set, reminders are sent, topics or prompts are suggested and follow-up after your meet-up is made.
 11. Be sure the space is safe and the group is aware of the safe space and that it is ok to share and to be vulnerable.
 12. Respect each other with honesty and privacy.
 13. Read through the Mentor Checklist so you are aware.
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Mentor Checklist (Gold & Silver):

1. Scope out your mentee's digital footprint. Read their bio, connect the dots of where they have been and if you have mutual colleagues.
2. Have a clear understanding of what your goals or expectations are for your experience in the Mentor Program and share with your mentees.
3. Brainstorm ways you feel like your mentees can help you.
4. Consider your own strengths and experiences and what you can bring to the Mentor Program.
5. Why are you here? If it is to give back your time, or seeking a fresh perspective on something, let your trio know.
6. Make sure you come away with a clear idea of what your mentees are looking for in this relationship, so you can plan how you can best assist and guide them in achieving their goals and meeting their expectations.
7. Share your resources!
 - a. Can you introduce anyone from your network to your mentees?
 - b. Do you have examples of policy, procedures, philosophies, etc. that might benefit your mentees?
 - c. Can you suggest books? Seminars? Podcasts? Or other educational resources?
8. Be prepared for each meet-up and exhibit the qualities you would like in a mentor. It is likely that you will set the tone and guide the conversations for your meetings (at least initially). It is a natural assumption that participants with the most experience are the natural leaders. Be prepared for the initial meetings. Also know these responsibilities should be shared with everyone in your group.
9. Be sure the space is safe and the group is aware of the safe space and that it is ok to share and to be vulnerable.
10. Respect each other with honesty and privacy.
11. Read through the Mentee Checklist so you are aware.