

**FIRST MEETING TOOL
MENTEE
Millersville Mentoring Alliance Program**

The mentor and mentee should each use this tool at the first meeting before filling out a Mentoring Agreement Form. This is an outline of items that should be discussed in order to complete the Mentoring Agreement Form and establish goals, boundaries, and expectations of your mentoring partnership. This form can then be kept for your personal reference.

Agenda

1. Background information on each other:

Date of first meeting _____

Name of Mentor _____ Prefers to be called _____

Best contact address _____

Phones (day) _____ (evening) _____ (cell) _____

Fax: _____ Email _____

Educational Background:

Professional/Work Background:

Other Information:

2. Our partnership will go until _____.

First Meeting Tool (MENTEE), continued

3. My assistance needs: (talk about your needs as a student, your strengths, areas in which you could improve, your vision for your future, and your goals for the Mentoring Partnership)

- Immediate:

- Long Term:

4. My greatest challenges (What has been the biggest challenge of the month? Is it part of a bigger challenge? What will it take to overcome it? What options do you have?):

5. Specific assistance my mentor can/would like to provide:

6. Other resources that might be helpful to me, the mentee:

7. Our limits or constraints in this partnership:

