

**FIRST MEETING TOOL
MENTOR
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 Mentee _____ 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 (MENTOR), continued

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

- Immediate:

- Long Term:

4. Mentee's greatest challenges (What has been their biggest challenge of the month? Is it part of a bigger challenge? What will it take to overcome it? What options does the mentee have?):

5. Specific assistance I, the mentor, can/would like to provide:

6. Other resources that might be helpful to my mentee:

7. Our limits or constraints in this partnership:

First Meeting Tool (MENTOR), continued

- 8. Preferences for communication/feedback** (Discuss how to avoid ambiguities and miscommunication; how to give each other feedback, and how much pressure from mentor is appropriate; bring up pet peeves; and discuss plans for contact between meetings):

Mentor:

Mentee:

- 9. How we'll know we've been successful:** (Discuss how you'll measure progress both on your goals and on the partnership itself):

10. (In general) Best times/places to meet:

- 11. Dates/times/places for next meetings** (give priority to your convenience; note date, time and location):

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12. Action items to be completed before next meeting:

- Mentee

- Mentor