

Mentor

Meeting Checklist

Mentors provide faculty with personal, intellectual and career development guidance.

Use the checklist below to remain organized during the mentoring process.

PRE-FIRST MEETING

1. Exchange contact information.
2. Discuss best ways to communicate (phone, email, in person).
3. Obtain and review mentee's CV.
4. Suggest potential topics for first meeting.
5. Encourage mentee to prepare an agenda.
6. Ask mentee to complete self-assessment below.

MENTEE SELF-ASSESSMENT

1. What are my goals?
2. What guidance do I seek?
3. What skills do I need to learn or improve?
4. How can a mentor help me with my goals?
5. What are my levels of expertise and skills as a teacher and scholar?
6. What purpose will this mentoring relationship serve?

POTENTIAL TOPICS

- Identifying grants and resources
- Proposal development
- Conducting and leading a research group
- Promotion and tenure processes
- Internal and external awards
- Teaching support (Faculty Center for Teaching and Learning visits)
- Teaching, mentoring, and recruiting students
- Developing mentoring networks
- Maintaining work-life balance
- Time management

DURING FIRST MEETING

- Examine mentee self-assessment and goals.
- Discuss expectations, roles, and responsibilities of the mentoring relationship.
- Establish meeting guidelines:
 - When and where to meet
 - How to schedule meetings
 - Discuss how to communicate between meetings
 - Specify the agenda format that is preferred.
- Preference of exchanging feedback and evaluation.
- Agree on confidentiality (in accordance with [UCF Employee Code of Conduct](#)).

ONGOING DIALOGUE PROMPTS

- What were some high points and challenges since our last meeting?
- Tell me about a difficulty you have had.
 - What did you do that was effective?
 - What could you have done differently?
- What are examples of items we have discussed that have proven to be helpful for you?
- What surprises, unanticipated learning, challenges, positive or negative factors you have experienced?
- How have you applied what you have learned thus far?
- Is learning in desired competencies occurring?
 - If so, please explain.
 - If not, discuss how we can improve.
- What changes do you plan to make?
- Do you feel you are growing? Why or why not?
- What is working well for you in this mentoring experience?
- What can we adjust to enhance our mentoring relationship?