Mentorship Process Checklist

I am interested in being a mentor and I have:

☐ Indicated desire to be a Mentor by filling in the Mentorship Form
☐ Received communication from mentee seeking mentoring

I am a mentee looking for a mentor and I have:

☐ Indicated desire to be a Mentee by filling in the Mentorship Form
☐ Received Mentor match from the Director of Alumnae Relations and all available contact information
☐ Reached out to and introduced myself to a Mentor via email or phone call
☐ Sent my resume to my mentor

Together, the mentor and mentee have:

☐ Decided on the preferred method of contact (phone or email) and shared contact info
☐ Decided on an Information Interview or ½ Day Shadow Day:
  Date_________________ Time_________________
☐ Agree upon agenda for the discussion or the visit
☐ Set goals (refer to Goals section on Mentorship home page)

After the conclusion of the mentoring:

☐ Mentee sends a thank you note to the mentor (refer to Tips on writing thank you notes)
☐ Continue to correspond with your mentor/mentee as necessary