

Starting the Mentoring Relationship: A Checklist for Mentees

When starting a mentorship relationship, responsibilities are not always clear. This checklist will help you, as a mentee, focus on getting the most from the relationship. Remember, each individual plays a different role, so use this as a starting point for the initial conversations.

Manage Expectations

- Share your goals for this relationship with your mentor and find out theirs.
- Confirm structure and schedule for meetings.

Purpose

- Specify what you are looking to receive out of your career and/or personal life.
- Keep them up-to-date about your progress.

Actively Listen

- Come prepared to meetings, with an agenda, plan for the conversation and questions.
- Listen to the feedback and suggestions - accept it and work towards improvements.
- Be willing to make changes; a growth mindset needs to be adopted.

Observe

- Find a mentor whose career path inspires and motivates you.
- Job shadow and observe the various role responsibilities.

Give Back

- Help your mentor.
- Offer your expertise and support in return.

"This checklist was created from "Starting the Mentoring Relationship: A Checklist for Mentors & Mentees", written by: Natalia Harhaj, posted to the CSMLS Career Centre October 15, 2019.