

## WIA Mentoring Program

### Suggested Checklist for Your First Meeting

- How do we meet (telephone, e-mail, in person)?
- When should we meet and how often? Should we establish regular dates and times?
- What is the expected duration of each meeting?
- Is ad hoc contact ok if the need arises?
- What would we like to know about each other?
  - Socially (education, job history, personal life, personal interests)
  - Ambitions in the job (job satisfaction, career goals, greatest successes, visions, clarity regarding goals)
  - Development goals (what would be good to improve in relation to present and future jobs? What should the help concentrate on?)
- What will make this mentoring relationship satisfactory and useful to both parties?
- What expectations do we have of each other (values, rules)?
- If job searching or improving the appearance of a résumé is one of the protégé's goals, to what extent is the mentor willing to assist with this goal?
- Should we have an agenda for the next encounter?
- What, if any, areas should we start working on now?

Source: [http://jposc.dk/content/JPOs/training\\_mentoring\\_4-en.html](http://jposc.dk/content/JPOs/training_mentoring_4-en.html)