**First Meeting Checklist for Mentees**

The first meeting in a mentoring relationship is crucial, as this is where the mentor and mentee set out how the relationship will work and agree the objectives and outcomes to be achieved. The key objective of the meeting is to produce an agreement that will underpin what the relationship is about and how it will operate.

**To do before the first meeting:**

1. Use the self-assessment tool to help you make an assessment of your own skills and competencies.
2. Think about the goals objectives and outcomes you want to achieve as a result of the mentoring relationship.
3. Do you have any specific issues that you want to ensure are addressed as part of this relationship?
4. What are you expecting from your mentor?
5. What are your short- and long-term career goals?
6. What have done recently to try and address these goals?
7. Gather as much information as you need prior to this meeting so you can concentrate on the aims of the relationship when you meet for the first time.
8. Think about your preferred learning style and discuss it with mentor.
9. Consider your mentor’s availability and make a time commitment in your diary.