

STUDENT/MENTEE CHECKLIST

- Scheduled first meeting with mentor prior to September 30, 2022
- Reviewed resources (online)
- Completed student Mentee Action Strategy Form at first meeting
- Schedule meetings with mentor (including time, date, place, length, etc.)
- Developed a personal and professional development assessment to include goals and action plans with your mentor
- Completed Wildcat Career Mentoring Program Survey (mid-way)
- Completed Wildcat Career Mentoring Program Survey (final)
- Express appreciation to your mentor regularly
- Send a formal thank you note in May!

ALUMNI/MENTOR CHECKLIST

- Received initial contact from mentee by September 30, 2022
- Reviewed resources (online)
- Work with mentee to schedule frequency/number of meetings (including time, date, place length, etc.)
- Completed the Mentor Action Strategy Form at first meeting
- Developed a personal and professional development assessment to include goals and action plans with your mentee
- Completed Wildcat Career Mentoring Program Survey (mid-way)
- Completed Wildcat Career Mentoring Program Survey (final)