

Before the first meeting

- ✓ Don't be shy: reach out to your assigned mentee by email or telephone to introduce yourself to set up your first meeting.
- ✓ Review and familiarize yourself with SHADES and HUES Mentor Training Guide 2017-2018.
- ✓ Contact GCMN program manager/mentoring liaison with any questions or concerns, or simply to introduce yourself and connect with this mentoring resource!

During the first meeting

- ✓ Get to know your mentee. Share your backgrounds, what your fields of study/role within ASU are, your career aspirations, and why you are involved in the SHADES or HUES program.
- ✓ Develop your mentee's goals for the semester and/or year. Complete (or at least begin) the *Mentoring Goals Worksheet* and *Mentee/Student Development Plan & Mentoring Contract*.
- ✓ Don't forget to schedule your next meeting with your mentee!

After the first meeting

- ✓ Download the *Monthly Mentoring Activity log* from the GCMN website and record any brief notes from your session. This will make it easier to remember what you discussed and pick up where you left off at your next session!
- ✓ Within one week of your first mentee meeting (or the second meeting, if mentoring goals not completed in the first), schedule a meeting with your GCMN program manager/mentor liaison.
- ✓ Submit both *Mentoring Goals Worksheet* and signed *Mentee/Student Development Plan & Mentoring Agreement* to GCMN program manager/mentor liaison. Don't forget to keep copies for yourself and your mentee!

Monthly

- ✓ File a copy of your Monthly Mentoring Activity log with the GCMN program manager/mentoring liaison by the last day of each month. Keep a copy for yourself!
- ✓ Attend a Mentor Check-in/Training session or check in via email, telephone, or in-person with the GCMN program manager/mentoring liaison.
- ✓ Keep an eye on your email or the GCMN webpage for upcoming workshops and training opportunities for yourself and your mentee!