



# GUIDED MENTORSHIP PROGRAM

ENGAGE. ENCOURAGE. EXCEL.

## Checklist for Mentees

### Preparing for the First Meeting with Your Mentor:

- ☐ Send an **Introduction Email** to your mentor to schedule your first meeting (see example below). It is up to the mentee to send the first communication.
- ☐ Complete Part 1 of the [Mentee-Mentor Self-Reflection and Expectations Worksheet](#) and send to your mentor prior to your first scheduled meeting. This document provides useful information to help your mentor understand your professional development and goals.
- ☐ Complete the [Goal Setting Worksheet](#) to outline your short term and long term professional goals to discuss with your mentor during the first meeting.
- ☐ Become familiar with all the items available in the [Guided Mentorship Program Resource Library](#).

### During the First Meeting with Your Mentor:

- ☐ Review Part 1 of the [Mentor-Mentee Self-Reflection and Expectation Worksheet](#) with your mentor and complete Part 2 together to ensure you are on the same page regarding goals for the program, frequency of meetings, expectations, and communication and feedback styles.
- ☐ Review the [Goal Setting Worksheet](#) to establish your short and long term S.M.A.R.T. goals.
- ☐ Determine the agenda format and order of topics to be discussed throughout the mentorship program (see the [Sample Agenda Template](#)). Discuss timeline for when the agenda/discussion topics will be sent in advance of meetings with your mentor.
- ☐ Schedule a date and time for future meetings. Consider setting up a recurring monthly date and time to meet. **Mentorship meetings should take place a minimum of one hour per month for the program duration.**

### Maximizing the Mentoring Relationship:

- ☐ **Reminders:** Set up a recurring monthly calendar notification to serve as a reminder to connect with your mentor and prepare for your next meeting.
- ☐ **Journal:** Track key discussion points from your meetings with your mentor to reflect on what you learned at a later time.
- ☐ **Question:** Jot down questions in-between your meetings to use as topics during upcoming meetings.
- ☐ **Prepare:** Plan for monthly meetings by providing [topics](#) or an [agenda](#) that you'd like to discuss. Send this to your mentor at least 24 hours in advance so they can come to the meeting prepared.
- ☐ **Thank and Keep in Touch:** Show appreciation and check-in with your mentor between meetings.
- ☐ **Reassess:** Set checkpoints with your mentor to discuss how the mentoring relationship is going.
- ☐ **Mentoring is a two-way street:** Never shy away from sharing your insights with your mentor.



# GUIDED MENTORSHIP PROGRAM

ENGAGE. ENCOURAGE. EXCEL.

## Template Introduction Email from Mentee to Mentor

Below is a template email message for mentees to modify and send to their mentor to schedule the first one-on-one meeting. Mentees should contact their mentors and schedule the introductory call by **November 1**.

Hello Dr. [Insert Name Here],

I hope this email finds you well. My name is [Name] and I am a [Current Position] at the [School/Institution]. I am emailing today as I have the honor of being your mentee for the ASHP Guided Mentorship Program. I was hoping to schedule a meeting with you in the upcoming two weeks to introduce ourselves to one another, discuss expectations for the upcoming six months, and develop goals for our time together.

Here is my usual availability for the week:

[Insert days of the week and times here – try to stick to time frames within 8 AM – 6 PM local time]

Please let me know if these times do not work for you and I can provide additional options. I have also attached a copy of my CV for your reference. I look forward to hearing from you!

Best,

[Insert Name Here]

*\*Please attach your most updated CV to your email to your mentor*