

Mentorship Start-Up Checklist

As part of launching your mentoring partnership, it is recommended that you review the [Mentorship Program Guiding Principles](#) and come to an agreement on the following topics:

- potential duration of relationship (recognizing that mentoring relationships can be short or long term)
- frequency and duration of meetings
- preferred way to set-up, reschedule, or cancel meetings
- how and when goals will be set, and expectations of accomplishing tasks between meetings
- preferred mode of communication between meetings, and any limitations (frequency or other) on these communications
- overall goals of the mentoring partnership
- desired role of the mentor
- desired role of the mentee
- appreciating and learning from the differences and similarities in your values and approaches
- maintaining confidentiality
- maintaining honest, constructive feedback with each other
- monitoring your progress, and revising or discontinuing the relationship by amicable agreement (note that O'Brien Institute program staff can be contacted in confidence to discuss problems and potential solutions)
- items of interest from the provided [mentorship resources](#)

Notes: