

**1st Year Mentor- Mentee
Requirement Checklist**

Mentor _____
Mentee _____

1. Mentor-Mentee Contact Log turned in:
2. Mentor Orientation Participation/New Staff Orientation Participation:

3. Meetings:

Attendance at 1st Mentor-Mentee meeting in September:

Attendance at last Mentor-Mentee meeting in April:

Topic specific meeting #1 with Mentee

Topic: _____

Date: _____

Topic specific meeting #2 with Mentee

Topic: _____

Date: _____

Topic specific meeting #3 with Mentee

Topic: _____

Date: _____

Topic specific meeting development/presentation (for Mentors)

Topic: _____

Date: _____

4. Observations:

Mentee observes Mentor

Date: _____

Mentor observes Mentee

Date: _____

Mentor- Mentee observe third party

Date: _____

5. Completion of weekly reflections:

Mode of communication between Mentor and Mentee: _____

6. Self-Assessments

December:

May:

7. Survey Participation

December:

May: