

## 2nd 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: \_\_\_\_\_

4. Observations:

*Mentee observes Mentor*

Date: \_\_\_\_\_

*Mentor observes Mentee*

Date: \_\_\_\_\_

*Mentor- Mentee observe third party*

Date: \_\_\_\_\_

5. Survey Participation

December:

May: