**Sample Questions for Your First Mentoring Meeting**

1. What is the preferred format for our meeting?

*Are face-to-face meetings appropriate on a monthly basis? Can we do a combination of face-to-face and telephone/email/web?*

1. What is the preferred duration and location of meetings?

*Do we want to set aside an hour for each meeting? Are we okay with keeping an open time limit? Where is the best location to meet?*

1. How will we communicate between meetings?

*Is email the most appropriate means of communication?*

1. How will we exchange feedback?
2. Discuss turnaround times before following up.

*What is an acceptable time for each person to follow up if they have not heard back from the other?*

**For the mentor:**

Encourage your mentee to answer the following questions:

1. What do you want to achieve from this relationship?

*What are your reasons for seeking a mentor? What goals would you like to accomplish from this relationship?*

1. In what areas do you feel you need to develop skills or learn more about?
2. Tell me about where you want to be in your career or what you want to be doing one year from now? In three years? In five years?

*Make sure your mentee describes the nature of activities or work they would like to be doing, not just a job title.*