

STUDENT/MENTEE CHECKLIST

- Schedule first meeting with mentor prior to September 27, 2024
- Review resources (online)
- Complete student Mentee Action Strategy Form at first meeting
- Schedule meetings with mentor (including time, date, place, length, etc.)
- Develop a personal and professional development assessment to include goals and action plans with your mentor
- Complete Wildcat Alumni Career Mentor Program Survey (mid-way)
- Complete Wildcat Alumni Career Mentor Program Survey (final)
- Express appreciation to your mentor regularly!
- Send a formal thank you note in December!

ALUMNI/MENTOR CHECKLIST

- Receive initial contact from mentee by September 27, 2024
- Review resources (online)
- Work with mentee to schedule frequency/number of meetings (including time, date, place, length, etc.)
- Complete the Mentor Action Strategy Form at first meeting
- Develop a personal and professional development assessment to include goals and action plans with your mentee
- Complete Wildcat Alumni Career Mentor Program Survey (mid-way)
- Complete Wildcat Alumni Career Mentor Program Survey (final)