

Mentor Program

Orientation Checklist

Orientation Checklist	
Activities	Date Completed
Orientation	
Attend mentor training	
Get to know each other/Establish Rapport	
Review job description, placement and job tasks	
Q & A (As needed)to begin the year	
Establish Pattern of Engagement	
Exchange contact information	
Determine meeting schedule	
Sign Mentor/Mentee agreement	
Goals	
Discuss Long Term Goals	
Establish Short Term Goals for September	