



Micro-Mentoring Checklist

The mentee checklist:

- Schedule one hour for the micro-mentoring meeting and identify your specific developmental need
- Share some details about yourself, including your current position, past training and professional experiences, and your career aspirations
- Explain how micro-mentoring for your specific development need will help you achieve your professional goals, including a timeline (e.g., review of your CV in preparation for seeking promotion within one year)
- Take notes and create an action plan based on the guidance provided by your micro-mentor
- If you and your micro-mentor agree to conduct a follow-up micro-mentoring meeting, agree upon the action plan, second meeting date and time, and method of communication, if any, prior to the follow-up meeting.
- If you and your micro-mentor agree to meet again for a potential long-term mentoring relationship, set a future meeting to complete a [Mentoring Agreement](#)
- Send a 'thank you' note to your micro-mentor, acknowledging his or her sharing of time and expertise with you

The mentor checklist:

- Commit to one hour for the micro-mentoring meeting
- Identify and review resources that may be helpful to share with your mentee based on his or her specific developmental need, which has been shared with you in advance of the meeting
- Make clear to your mentee the limits, if any, of your expertise and make referrals to others as appropriate
- If you and your mentee agree to conduct a follow-up micro-mentoring meeting, agree upon the action plan, second meeting date and time, and method of communication, if any, prior to the follow-up meeting.
- If you and your mentee agree to meet again for a potential long-term mentoring relationship, set a future meeting to complete a [Mentoring Agreement](#).