**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 mentee:**

Get to know your mentor by asking the following questions:

1. How did you start in your profession?
2. How many years of experience do you have in your current expertise?
3. Tell your mentor how they can help you and where you are seeking their assistance.