

Checklist for Mentors

Preparing for the Partnership

- Become familiar with the APEGBC Mentoring program and its objectives.
- Identify your personal and/or professional reasons for wanting to participate in this mentoring partnership.
- Be prepared to talk about your professional experiences with your mentee.
- Have a list of questions that you would like to ask your mentee.
- Know what your mentee will expect and do during your mentoring partnership.
- Think through how you'd like your mentoring partnership to operate.
- Determine any limits to set (e.g., maximum amount of time you can spend).

Implementing the Mentoring Partnership

- Set a date and time with your mentee to meet in person or by phone.
- If possible, obtain more information about your mentee prior to the meeting.
- Look over the APEGBC Mentoring Program Guidelines to become familiar with the program and resources available. (The guideline has an agenda/meeting minutes template that most matches utilize in their second or third meeting).
- During this meeting, anticipate and encourage questions.
- Discuss the mentoring partnership in detail. (APEGBC has an optional Mentoring Partnership Agreement document available on their website for matches to use if they choose).
- Go over your mentee's goals and objectives. Determine what your mentee would like to accomplish from this relationship.
- Review your mentee's competency self-assessment to see your mentee's progress. *(At this time the competency based assessment system only applies to EIT's and Applicants).*
- Share printed resources (e.g. books, articles) with your mentee.