

*First Meeting Tool – Mentee

To be completed by the mentee and given to the mentor

1. Background information on each other (*Mentor has own form to give to mentee*):

Name of Mentee:

Prefers to be called:

Best contact address:

Best/preferred contact numbers:

Phones:

Fax:

E-mail:

2. Educational Background:

3. Professional/Work Background:

4. Other Information that you wish to give to the mentor:

5. (In general) best times to plan to meet:

6. Date/time/method of next meeting:

7. Action items to be completed by next meeting:

Mentor:

Mentee: