

*First Meeting Tool - Mentor

To be completed by the mentor and given to the mentee

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

Name of Mentor

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 mentee:

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: