

Engineering IT Mentoring II Program

Mentor's Name:

Mentee's Name:

1. What are the top 2 or 3 goals that the mentee would like to work on with the mentor?

Goal	Why is this goal important?	How long would it take to improve through this pairing?	Potential barriers to success	How to evaluate improvement?

Complete this section at the First Meeting

What is the planned duration of the mentoring pairing? _____

How frequently and for how long will you meet? _____

Where will you meet? _____

After how many mentoring sessions will the mentor/mentee check in to see if you're on target with your goals (e.g., midpoint)?

Complete this sections during mentoring meetings

Goal	What did you specifically do to progress on your goal?	What went well?	What would you change?	What do you want to have done before next mentoring session?

Complete this section at Midpoint Check-in

1. Is the mentee on track for meeting their goals?
2. If the mentee is not on track, what barriers are preventing success
3. What needs to change in order for the mentee to improve?
4. After how many mentoring sessions will the mentor/mentee check in to see if you're on target with your goals (e.g., midpoint)?

Complete this section at the end of Final Check-in

1. Did the mentee successfully achieve their goals? Why or why not?
2. What outcomes or reflections did you (the mentee) have from this mentoring experience?
3. What is the next step for the mentee in pursuing their overall career development?