EFFECTIVE MENTORING CHECKLIST

1. Design

- [ ] Reflect and detail what the ultimate success of the mentoring effort is
- [ ] Define effective mentoring elements and goals with demand- and supply-side assessments
- [ ] Design mentoring program elements (e.g. systems, structures)
- [ ] Collect and invest adequate resources into launch

2. Recruitment

- [ ] Establish pre-set criteria for the ideal mentor and mentee participants
- [ ] Set aside enough time for rigorous selection during the recruitment process
- [ ] Provide opportunities for mentors and mentees to 'get-to-know' mentoring

3. Mentor Training

- [ ] Build or refine training for participants based on critical skills needed to succeed
- [ ] Explore offering initial and ongoing support to mentors and mentees

4. Matching & Initial Interaction

- [ ] Match participants before the initial interaction, based on alignment of key factors
- [ ] Ensure understanding of cultural context and other elements of identity
- [ ] Establish and communicate early on opportunities to assess chemistry, check the match

5. Ongoing Interaction

- [ ] Set up and regularly revisit clear objectives for each interaction
- [ ] Regularly revisit indicators for assessing progress against objectives
- [ ] Set regular mentorship check-in milestones
- [ ] Revisit and refine roles and responsibilities
- [ ] Regularly establish trust and respect
- [ ] Ensure the length of relationship is adequate

6. Graduation & Follow-up

- [ ] Revisit and develop indicators on the mentoring relationship's value
- [ ] Assess both parties' status at the end of the relationship and set future expectations