**Mentor Checklist and Calendar**

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| **Planning Ahead** | **Yes** | **No** | **n/a** | **Notes** |
| October Contact |  |  |  |  |
| Initial Contact/ Meeting—by end of October |  |  |  |  |
| November Contact |  |  |  |  |
| Goal Setting Meeting—by end of November |  |  |  |  |
| December Contact |  |  |  |  |
| January Contact |  |  |  |  |
| Evaluate Work to support Goals (meeting 1)—plans to meet goals/ what’s in place/ where you need to go to meet goal(s)—by end of January (approximately 6-8 weeks from Goal Setting Meeting) |  |  |  |  |
| February Contact |  |  |  |  |
| March Contact |  |  |  |  |
| Evaluate Work to support Goals (meeting 2)— by end of March (approximately 6-8 weeks from 1st Evaluate Work meeting) |  |  |  |  |
| April Contact |  |  |  |  |
| May Contact |  |  |  |  |
| Evaluate Work to support Goals (meeting 3)—by mid May (approximately 6-8 weeks from 2nd Evaluate Work meeting) |  |  |  |  |
| End of Year Report Meeting—collaborate and evaluate Goals in End of Year Report—reflect on impact of mentor relationship |  |  |  |  |