

MPREP MENTEE TO-DO LIST



Six tips for a successful meeting

Not sure how to engage your mentor? Wondering where to start after saying “hello”? Use these tips to help you prepare for your initial meeting with your MPREP mentor.

1. Verify Name and Contact info of Mentor
Double check with the MPREP staff that you have the correct name and contact information for your mentor. Feel free to ask MPREP staff for additional information that you may need.
 2. Send an Introductory Email to Mentor
Create an email to introduce yourself to your mentor. This email should include your name, academic info, professional experience, what you would like to accomplish as a mentee. In this email please feel free to share your resume or Bio. You can ask any probing questions you feel are crucial to helping you become an engaged mentee.
 3. Review Mentor Plan and Mentoring Agreement Documents
Review the Mentor plan and Mentoring agreement. The mentor plan should be completed by both mentor and mentee. It is up to you to decide when you want to complete this. It is highly recommended to complete this during your first meeting. As the mentee you should have some idea of what you want to accomplish. You should present these ideas and have your mentor help you refine them.
 4. Brain dump your needs and questions.
After you have had some basic communication with your mentor and have learned more about their professional experience, create a list of what you will need from them. This list should also have any questions you have for them (what certifications do you recommend, what does the job market look like, etc.). Have these questions handy so that you can ask them in future meetings.
 5. Connect via LinkedIn
Share your LinkedIn profile information and request your mentor's information as well. Use this site as another way to gain relevant industry information, connect with your mentor's network and communicate with your mentor.
 6. Follow Up Emails after meetings
Remember to send a follow-up email after every meeting with your mentor. The email should thank them for their time, reflect on what was discussed, provide details of what you will work on as a result of the meeting and end with asking for the next meeting date.
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