

The First meeting Discussion Guide

Topic Area	Possible Questions
Personal / professional background	<ul style="list-style-type: none">○ What is your educational background and professional experience?○ What are your strengths and development needs?○ What are your short-term and long-term career goals?○ What are your hobbies/interests outside of work?○ What are the top three most important elements of your life?
Mentoring relationship goals	<ul style="list-style-type: none">○ What do you hope to gain from this relationship?○ Do you have/have you had other mentors?○ What topics /development areas do you want to cover in our conversations?○ Are there any topics/areas of high priority for you right now?○ How do you prefer to communicate between meetings?○ How frequently would you like to meet and when is the best time of day / week for you?
Mentoring relationship rules/ expectations	<ul style="list-style-type: none">○ What do you see is my role as your mentor?○ What do you see is your role as a mentee?○ What ground rules should we set (e.g. confidentiality, trust, openness, honesty)?○ What topics are off limits (e.g. performance reviews, personal lives)?○ Do you anticipate any challenges with this relationship?