



College of Business, Government & Law Mentoring Program Initial Mentor/Mentee Meeting Conversation Guide

PERSONAL AND PROFESSIONAL BACKGROUND	NOTES
What is your education and professional background (including an explanation of your current role and how long you have been with the organisation)?	
What are your greatest strengths? Greatest weaknesses?	
What are your short term career goals? Long term career goals?	
What are your hobbies/interests outside of work?	
What do you see as my role as your mentor?	
What ground rules should we set? (e.g. confidentiality, openness, candour)	
What topics are off limits? (e.g. performance reviews, personal lives etc)	



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What do you think may be challenging about this relationship?	
Are there any topics of urgent interest?	
What topics do you want to cover in our conversations?	
What do you hope to gain from this relationship?	
How should we communicate between meetings? (phone, email, informal meetings etc?)	
How often should we meet and when is a good time to schedule the meetings?	