

NORTHEASTERN REGIONAL CO-OP MENTOR PROGRAM

Preparing for your First Meeting

Your first meeting together can set the tone for the rest of your experience together. Make sure to take time ahead of time to prepare for the meeting and think through what you hope to accomplish. Use the information below to help guide your initial conversations.

SAMPLE AGENDA:

1. Get to Know Each Other

- a. Introduce yourself and share personal and professional history.
- b. Share stories and connect about your experiences at Northeastern.
- c. Build rapport and show appreciation for one another and enthusiasm for working together.

2. Discuss Expectations & Set Goals

- a. Discuss what mentorship means to you. How do you envision this mentorship playing out?
- b. Talk through what each person wants to get out of this partnership.
- c. Brainstorm and set S.M.A.R.T. goals together (See goals worksheet for more information).
- d. Complete Mentor Program Agreement together.

3. Schedule Next Meeting

- a. Make a plan to for your next meeting or check-in.
- b. Exchange all relevant contact information.

4. Conclude Meeting

- a. Thank your mentor for his or her time.
- b. Follow up. Don't forget to follow up with your mentor within two days of your first meeting to thank them for their time and to confirm the date of your next meeting or call.

SAMPLE QUESTIONS TO ASK AT FIRST MEETING:

1. Why did you choose Northeastern?
2. Where did you live on campus?
3. Did you do co-ops at Northeastern? Where?
4. How did you end up in this city?
5. Where are you from?
6. How would your friends describe you?
7. What do you value most in life?
8. What is the greatest challenge you are facing right now professionally?
9. What do you value in a co-worker? Manager?
10. Where do you see yourself in five years?
11. What goals do you hope to accomplish in the next year?
12. What would you like to learn to do better?