

ENRICH Mentor Preparation Checklist

- ☐ I can commit to meeting at least once during each active semester and allow reasonable time to review materials provided in advance.
- ☐ I have identified periods of the academic year when scheduling may be difficult.
- ☐ I can generally respond to mentoring-related communication within approximately one week.
- ☐ I understand the areas in which the mentee is seeking support.
- ☐ I can identify which of those areas align with my experience and which may require another resource.
- ☐ I am prepared to ask questions before offering recommendations.
- ☐ I can provide feedback that is specific, actionable, and focused on the work.
- ☐ I understand that I hold no evaluative role in the mentee's annual review, promotion, or tenure processes.
- ☐ I understand the confidentiality expectations of the program.
- ☐ I will address concerns directly with the mentee when appropriate.
- ☐ I am prepared to support professional goals that may differ from my own career path.
- ☐ I have reviewed the mentee's information and prepared several questions for the first conversation.
- ☐ I have reviewed my calendar so that we can establish a realistic meeting cadence.