

Mentee Logbook

Initial contact made with my mentor

Record the date on which you made your first contact with your mentor to arrange a time and place to meet for the first meeting:

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Introductions - Meeting 1

Getting to know each other and talking over what you hope to gain through a career mentor is a good start. This checklist is an example of what you may discuss early in the relationship.

Indicate which of these topics you discussed with your mentor.

- The MA in HRM and why I chose to study in this field
- What I hope to achieve through our meetings (my goals)
- Knowledge of my mentor's own career background and what motivates them in their job
- An understanding of what my mentor hopes to gain from the relationship
- Hobbies and interests
- Topics to discuss next time and 'homework' to be completed
- Date for next meeting

Other

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Meeting 1 date

Record the date on which you will meet with your mentor for the first meeting:

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Meeting 1 summary

Summarise the meeting outcomes and any follow up or preparation that you need to do before the next meeting.

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Building the relationship – Meetings 2, 3 and 4

Now it's time to build the relationship with your mentor. Examples of activities/discussions to bring into the conversation are listed below.

Indicate which of these topics you discussed with your mentor.

- How to recognise my strengths
- How to build my professional networks
- Suggestions for gaining work experience in my field
- Further study considerations
- Decision making
- Professional workplace etiquette
- Ways to improve my CV
- Interview skills
- Registration pathways and professional associations
- Current, trends, and issues in the mentor's profession/industry
- Date for next meeting(s)

Other

Meeting 2 date

Record the date on which you will meet with your mentor for the first meeting:

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Meeting 2 summary

Summarise the meeting outcomes and any follow up or preparation that you need to do before the next meeting.

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Meeting 3 date

Record the date on which you will meet with your mentor for the first meeting:

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Meeting 3 summary

Summarise the meeting outcomes and any follow up or preparation that you need to do before the next meeting.

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Closing the relationship – Meeting 4

This meeting brings to an end the mentoring relationship for 2012. It is a time to express your appreciation for the mentor's support and encouragement in your career journey so far.

- Thank your mentor for their support
- Invite your mentor to attend the end of year celebration event to mark the close of the program

Meeting 4 date

Record the date on which you will meet with your mentor for the first meeting:

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Meeting 4 summary

Summarise the meeting outcomes and any follow up or preparation that you need to do before the next meeting.

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Conclusion

