

SUGGESTED CHECKLIST FOR FIRST MEETING

TOPICS	NOTES
<p>The Mentoring Scheme:</p> <ul style="list-style-type: none"> Aims Contact Frequency Confidentiality Expectations 	
<p>Student led topics:</p> <ul style="list-style-type: none"> Degree course Interests Career development plans Previous work experience Achievements 	
<p>Mentor led topics:</p> <ul style="list-style-type: none"> Education Career history Typical day Skills used Current employer Career goals 	
<p>Potential topics for future discussion:</p> <ul style="list-style-type: none"> Job search techniques CVs, cover letters, application forms Sector requirements Work experience Disability & disclosure Typical work activities Good/bad aspects of HR profession Sources of relevant vacancies Social media – linkedin, twitter, facebook 	