

## End of Mentorship Checklist

*The conclusion of your formal mentorship with ACP is approaching and it's time to finish strong! Have you and your Protégé completed the items below?*

- My Protégé has an up-to-date and detailed professional résumé.
- My Protégé has established a professional e-mail address and voicemail.
- My Protégé has practiced interviewing and his or her elevator speech.
- My Protégé has a list of three professional or academic references and has collected any supplemental interview materials (i.e school transcripts, certificates, audition tapes, writing clips, art samples, etc.).
- My Protégé is familiar with software and programs that are commonly used in his or her field of interest (i.e. PowerPoint, Photoshop, QuickBooks, etc.).
- My Protégé has a [LinkedIn](#) account that includes: A detailed job history, at least two professional recommendations and a current and professional photo
- My Protégé has a business card to give out at career fairs and events.
- My Protégé knows which professional organizations he or she can join for networking purposes as well as the pros and cons of joining such organizations.
- My Protégé is aware of the types of positions available in his or her field of interest. My Protégé understands the positions for which he or she is eligible.
- My Protégé has researched the educational requirements and/or certifications that are needed in order to progress in his or her career of choice.
- My Protégé knows which classes are needed in order to complete his or her degree. We have discussed what grades are necessary for my Protégé to be competitive in his or her field of interest.
- My Protégé is comfortable negotiating salary and asking for a raise.
- My Protégé understands how to navigate office politics.
- My Protégé has secured a summer internship.
- My Protégé has a one year, five year and/or ten year plan.