



## Setting Your Mentorship Up for Success

*The first few months of a mentorship play a key role in laying the foundation for a strong, mutually beneficial, mentoring experience. Work with your Mentor or Protégé to create structures early on that will set your mentorship up for long-term success.*

### A checklist for success

During the first quarter of your mentorship have you done the following?

- Scheduled a first videoconference or in-person meeting
- Created a schedule for regular communication
- Discussed how often you think you should communicate
- Discussed who should take ownership for initiating conversation
- Discussed the best email addresses and phone numbers to use
- Reviewed the Career Assessment Questionnaire
- Set concrete goals for the mentorship
- Created an Action Plan to meet your goals
- Discussed why each of you joined the ACP Veteran Mentoring Program
- Discussed professional backgrounds
- Discussed personal backgrounds
- Narrowed down industries or fields to focus on

### Qualities of successful mentorships

ACP has compiled qualities that our most successful mentorships share. Evaluate your own mentorship to see if you are on the right track:

- Mentors and Protégés voluntarily agree to devote time and energy to the mentorship
- Mentors and Protégés discuss both professional and personal development
- Mentors and Protégés have a clear understanding of what mentoring is and why it is valuable
- Mentors and Protégés are accountable to one another
- Mentors and Protégés set expectations up front about how often and how they want to communicate
- Mentors and Protégés find common ground and “click” on a personal level
- Mentors and Protégés share confidentiality and trust in one another
- The mentorship is Protégé-driven. The Protégé takes the lead in defining their development needs
- The mentorship has realistic, learning-based goals
- The mentorship is mutually beneficial