Setting the Tone for Our Mentorship Partnership

**Essential Questions:** Below are helpful questions to help set the tone for your mentorship partnership. Please use this guide to both ask and answer each question thoughtfully.

1) Share your personal and professional history

2) Share stories about your Northwestern experience

3) Have you ever been a mentor/mentee before? What have your mentorship experiences been like?

4) What does mentoring look like to you? How do you envision this relationship playing out?

5) What do we each want to get out of this partnership?

**Define Communication Expectations:** Please spend time discussing your preferred communication style and how interactions will be facilitated.

1) Meetings: we will meet
   - □ In person
   - □ Zoom or another web-cam platform
   - □ Phone
   - □ Email

2) How often we plan to meet/interact (e.g. one a week/every other week/once a month)?

3) How long will a typical meeting or phone call last (e.g. half an hour, one hour)?

4) If an email or voicemail is received, we agree to get back to the other person within:
   - □ 24 hours
   - □ 1-2 days
   - □ 3-4 days
   - □ Other: __________

5) If we need to cancel a meeting or phone call, how will that be communicated?