

# Considerations for Your First Meeting

from UCLA Faculty Advising

- Set aside an hour for the first meeting with your mentor/mentee. Use this hour to get to know other aspects of your advisee.
- Be sure that your mentor/mentee knows how to contact you: email address, phone number, fax number.
- Tell each other what you expect from the mentor/mentee relationship.
- Together, go over strengths and weaknesses. Ask what he or she sees as the most important aspect of career development.
- Either set up a regular time to meet, or set the next meeting at the conclusion of the meeting. Be flexible, but insistent about meeting each other.

## Mentors:

- If your mentee is interested in (or struggling in) an area that is not your strength, actively seek others who may assist.
- Familiarize yourself and then your mentee with the institution's promotion/tenure policies.

For more information, visit: <https://faculty.diversity.ucla.edu/resources-for/mentoring/FacultyCareerAdvisingHandbook042512.pdf>