

Your First Meeting

Objective: Whether in-person or on the phone, the first meeting is about “*making a connection*” with another person. Make sure you set aside the time to really *listen* and *learn* about each other in order to establish a solid foundation for the coming year.

Who? PMP Students are responsible for reaching out to their Mentors to schedule the first meeting. All students receive their mentor’s bio and contact information (email and phone number provided in the Mentor Application) when they enter the program in the Fall. Please contact us at leedspmp@colorado.edu if you do not hear from your student in the first semester.

When? PMP Students and Mentors should plan to have their first one-on-one meeting or discussion *PRIOR to the Thanksgiving Break*. You may have a chance to meet each other at the PMP Kick-Off Event earlier in the Fall, which is a good time to set a date for your first in-depth meeting. DO NOT plan to accomplish your meeting during the Event, which is a bit hectic and more of a social gathering. If you are coming in from out-of-town for the event, you may be able to have your meeting during the day prior to the event or go to dinner after the event, if either of those is convenient.

Where? Have your first meeting (or conversation) in a place that is comfortable for both the student and the mentor, and where you can have a reasonably quiet, uninterrupted conversation. Maybe meet for lunch or coffee at a nearby restaurant or on campus. It’s nice to keep the first meeting informal, so you can get to know each other in a relaxed setting and neither person feels “on the spot” or “out of their element.” If you’re talking on the phone, go somewhere quiet and where you have good reception!

What?

Before the first meeting, all student Mentees should have prepared the following:

- **Who am I?** – A brief “personal statement” about their background, important influences, accomplishments and aspirations (career and otherwise). This should also include an overview of strengths and weaknesses, likes and dislikes, hobbies and other interests.
- **I would like my Mentor to help me with...** – Two or three Mentoring Goals for the year. This may range from very general ideas about “help with my internship search” to specific skills and experience (e.g., improving my networking skills, refining my resume and interview skills, etc.).
- **Professional Resume** – All students were required to submit a professional resume and have it reviewed by Career Connections as a condition of entry in the PMP. Your student(s) should send this to you in advance of your first meeting/discussion.
- **Review the PMP “Mentor-Mentee Partnership Agreement”** – This agreement is intended to help you and your student clarify your roles and expectations and provide a solid foundation for your partnership.

In addition to the above, other possible topics/ideas for first meeting are:

- **Mentor Background** – Spend some time telling your student about yourself – include both professional and personal interests, academic background, family and CU connections. Why are you involved in this program? What do you hope to learn from your student?
- **Goal Setting** – What are the student’s goals/priorities this year and next? You can use these as a starting point and come back to them throughout the year.

continued

Your First Meeting continued

- **Schedule/Communication** – If possible, set up a *regular schedule for communication* and follow-up. At the very least, make sure you set follow-up expectations at the end of each meeting. You should also discuss the best method(s) of communication and alternate contacts, if appropriate.
- **“Homework”** – Feel free to ask your student to read a book, do some research, answer additional questions that you think would be useful to you in getting to know them and help you in your role as a mentor. (Some ideas are included in “Recommended Reading.”)
- **Make it Social** – Some mentors have found it easier for the first meeting to be in a group setting, either with multiple students (if they are mentoring more than 1 student) or with another mentor-student pair, if possible. The group can take some pressure off any one individual and also allow for sharing of ideas among students and mentors. If you are not local, don’t make it all about work – talk about something fun you have planned, CU sports, movies or other interests that will help you get to know each other and connect.