



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