Library Mentoring Suggested Activities

First week

- Introductions to the staff
- Mentor and Mentee schedule weekly (or biweekly) meetings
- Mentee to complete questionnaire and provide professional resume

First month

- Mentee shadows Mentor and other librarians
  - Reference desk
  - Chat (including email, text)
  - Roving
- Mentor and Mentee agree upon First Semester Goals for the Mentee
  - See Goals template under Helpful Documents

Second Month

- In collaboration with Instructional Services Librarian, Mentor and Mentee set up times for Library Instruction observations

Third Month

- Mentor and Mentee assess the mentoring relationship
  - What is working well in the relationship?
  - What can we improve in our relationship?
  - What have we learned from our relationship?
  - How (if at all) do we want to revise our First Semester Goals?

End of the Semester

- Complete First Semester Goals
- Review/Assess the Mentoring experience
  - Mentor and Mentee should provide a summation of the semester and share their experience at a Reference Services Team meeting
  - Any needed follow-up should be scheduled
  - Any suggestions for improvement and/or change