



UMMP FIRST MEETING TOOL – For the Faculty/Staff Mentor

First meeting... how exciting! Use this worksheet to help navigate your initial meeting with your student mentee and set the foundation for expectations, create goals together, choose preferred methods of communication and meeting times, and just get to know one another 😊

Name of Mentee: _____

Mentee's UFL email: _____

Prefers to be called: _____

Cell Phone: _____

Mentee's Major: _____

Best way to contact mentee: _____

Mentee's Background: (hometown, family make-up, activities in high school, jobs held, hobbies, etc.)

Mentee's Desired Goals for First Year at UF (create academic, personal, and professional goals):

Monthly Meeting Plan (In a digital environment? In-person? Availability? Duration? etc.):

Additional expectations, topics to discuss in future meetings, things to do together, or ways I can assist in connecting my mentee to opportunities at UF:



UMMP FIRST MEETING TOOL – For the Student Mentee

First meeting... how exciting! Use this worksheet to help navigate your initial meeting with your mentor and set the foundation for expectations, create goals together, choose preferred methods of communication and meeting times, and just get to know one another 😊

Name of Mentor: _____

Mentor's UFL email: _____

Prefers to be called: _____

Cell/Work Phone: _____

Mentor's Position/Title: _____

Best way to contact mentor: _____

Mentor's Background (hometown, family make-up, jobs held, UF role and responsibilities, hobbies, etc.):

My Desired Goals for my First Year at UF (create academic, personal, and professional goals):

Monthly Meeting Plan (In a digital environment? In-person? Availability? Duration? etc.):

Additional expectations, topics to discuss in future meetings, things to do together, or ways my mentor can assist in connecting me to opportunities at UF:
