

	Mentor Checklist
	Attend Meet and Greet
	Review Student Profiles Draft as a tool to get to know students better.
	Review Student Completed Job Descriptions (Due to you 7 days before their shadowing experience)
	Review Company Information Sheet (Due to you 7 days prior to their visit)
	Review Student created questions for Job Shadowing Experience (Due to you 7 days prior to their visit)
	Review Student Transportation Plan, Attire for the event (Get with students 2-3 days before their event (phone or email))
	Remind students of their shadowing date and time (within 48 hours)
	Ensure thank you email has been sent (Student to submit with 24 hours of visit)
	Review Job Shadowing Evaluation as well as discuss with student other possible career options (Send copy to Mr. V)