

# Toolkit Resources

## Mentor Checklist

Actions	Plan	Enablers	Barriers
<b>Prior to Start</b>			
Review the intern's CV or application in advance. Identify areas of common interest or experience to aid relationship building.			
Consider connecting with the intern in advance of the programme to make introduction.			
Reflect on your internship and/or graduate experience. Put yourself in intern's shoes. <ul style="list-style-type: none"> <li>- What surprised you.</li> <li>- What you learnt.</li> <li>- What you wish you knew.</li> <li>- Your tips for succeeding.</li> </ul>			
Identify key connections who would help the intern in building their network and getting to know the business.			
<b>Onboarding</b>			
Connect with intern during first days of programme.			
Discuss your role with intern. Clarify role as a buddy to help them navigate the organisation and the programme and be a sounding board – not a line manager.			
Ask the intern about their motivations and ambition.			
Share your experience of being an intern / newcomer: <ul style="list-style-type: none"> <li>- What surprised you.</li> <li>- What you learnt.</li> <li>- What you wish you knew.</li> <li>- Your tips for succeeding.</li> </ul>			
Help them understand key aspects of: <ul style="list-style-type: none"> <li>- Culture – the way things are done around here.</li> <li>- Business etiquette – dos and don'ts in work setting.</li> </ul>			
Where you notice similarities between your intern's values, beliefs, and personality with yours – let the intern know.			



During the Internship			
<p>Check in regularly – try to make discussions less formal. Have a coffee or arrange to go for a walk during calls to make discussion more informal.</p>			
<p>Help interns build a network.</p> <ul style="list-style-type: none"> <li>– Encourage them to connect.</li> <li>– Make connections for them.</li> </ul>			
<p>Provide support:</p> <ul style="list-style-type: none"> <li>– On non-work issues that may arise.</li> <li>– Involve them in social activities.</li> <li>– Encourage the intern.</li> </ul> <p>Work tasks:</p> <ul style="list-style-type: none"> <li>– Adopt a coaching approach.</li> <li>– Help them think through challenges.</li> <li>– Encourage them to ask questions and seek support.</li> <li>– Provide suggestions for support.</li> </ul> <p>Wider transition:</p> <ul style="list-style-type: none"> <li>– Watch for challenges in adjusting to work culture.</li> <li>– Ask about connections with other networks.</li> <li>– Ask about connections with work team.</li> <li>– Encourage engagement with social activities.</li> </ul>			
<p>Help interns understand organisational culture and how it is reflected in their behaviours.</p> <ul style="list-style-type: none"> <li>– Bring culture to life through sharing your experience of the organisation.</li> <li>– Call attention to and acknowledge aspects of culture on display in particular work situations and explain why they matter.</li> <li>– Challenge the intern to describe how culture impacts on decisions and actions.</li> </ul>			
<p>Use the opportunity to learn from the intern.</p> <ul style="list-style-type: none"> <li>– What is new in the courses they are taking in college?</li> <li>– What new apps or technologies are they using in college or personally?</li> </ul>			
<p>Provide feedback to the intern on anything you observe with regard to their work, processes, or engagement.</p>			
<p>Encourage the intern to reflect on:</p> <ul style="list-style-type: none"> <li>– Their key learnings.</li> <li>– Their successes.</li> <li>– Key challenges.</li> </ul>			