**“Getting to Know You” Tool**

First Meeting

| Mentor Name:  | Mentee Name: |
| --- | --- |
| Date: | Time: |

| Questions/Responses/Notes |
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| Tell me about your background |
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| Tell me what you have learned (know) about the school. |
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| What makes this school a good match for you? |
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| What do you think the challenges might be? |
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| What would you like to get from our work together in mentoring? |
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| How have you thought about getting to know the teachers/staff? The community? The building itself? |
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| What about program decisions that have been made for next year? What will you “inherit”? |
|  |
| What will be some immediate next steps for you? |
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| * Contact information
* Determine days, times of meetings, etc.
* Be thinking about goals for the year
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