**“Getting to Know You” Tool**

First Meeting

Mentor Name:

Mentee Name:

Date:

Time:

| Questions: | Responses/Notes |
| --- | --- |
| Tell me about your background:  What experiences have you had with teachers and students? Describe your student teaching (or first year) experience. What did you learn?  Why do want to be a teacher? Tell me about your teacher preparation program. What other responsibilities, professionally or personally do you have? |  |
| Tell me what you have learned (know) about the school? Community? |  |
| What would you say are your teaching strengths? |  |
| What teaching responsibilities are you concerned about?  What ideas do you have to address these concerns? |  |
| Have you created your lesson plans? What can I do to help you during the first few weeks both with instructional needs and managing students? |  |
| What would you like to get from our work together in mentoring?  What kind of support from me would you find helpful? |  |
| How have you thought about getting to know colleagues? The community? The building itself? |  |
| \*Tell the mentee a little about yourself and why you agreed to be a mentor. Be positive and optimistic. |  |
| Set the stage for a team experience by collaboratively establishing a routine time for you both to share information, questions and concerns.  Talk about the purpose and goals of your district’s mentoring program.  What will be some immediate next steps for each of you? |  |
| * Contact info * Review and sign the Letter of Commitment (if you feel they are ready and are an ODE funded program) * Determine days, times of meetings, etc. |  |