



Final Meeting Checklist

Ending the mentoring partnership well is important in ensuring that mentoring pairs transition from a mentoring relationship to a strong collegial relationship. To ensure that the transition is as smooth as possible, mentees can use this checklist to help them to prepare for the final mentoring session.

Mentee:		Mentor:	
Date of final session:			

Task #	Complete ✓	Task
1.		Ensure that you are aware of when the final meeting will occur well before it does (e.g. start talking about it around the third last session).
2.		Approximately one month before you are ready to end your mentoring relationship, reflect upon what you have accomplished and what you have learned as a result of the mentoring.
3.		Complete evaluation activities (below) and notify the Mentor Program Coordinator of your intent to end the mentoring relationship, if applicable.
4.		Complete the Final Meeting Reflection prior to the final meeting.
5.		Mentee to complete Final Mentor Evaluation prior to the final meeting.
6.		Meet with your Partner and: <ul style="list-style-type: none">• discuss your responses to the Final Meeting Reflection and Evaluation form;• review the development plan and goals to measure progress and discuss whether the mentee should engage in any subsequent follow-on developmental activities;• celebrate success and the goals achieved;• thank your partner for their time and effort;• discuss your relationship transition;• Mentor to complete Mentoring Final Report during or soon after final meeting.
7.		Touch base with your Partner in the future, as appropriate.
8.		If appropriate, seek another mentoring partnership, either as a mentee or a mentor.