



# TOOLS

## Workplace Partner Checklist for Mentoring

Use this checklist as a quick reference to ensure you have completed all the steps needed to have a successful mentorship.

### Before the Mentoring

- Register on **Connect 2 Business** to promote all work-based learning opportunities at your workplace. <https://okcg-c2b.kuder.com/>
- Let the teacher know the identity of the main contact, emergency phone numbers and email at the workplace and the best place for parking and building entry procedure.
- Consider a live or virtual tour for mentee(s) to understand all careers of the industry.
- Determine a structure, time and location that will work best for mentoring.
- Consider how employees with different levels of responsibility might mentor students.

### During the Mentoring

- Make sure mentors are aware of any time constraints if they are mentoring at school locations.

### After the Mentoring

- Complete and return the **Mentor Evaluation**.