



Mentor Program Check-In Meetings

Mentors and mentees should have regular meetings to facilitate meaningful dialogue, support progress on personal growth plans, proactively manage challenges, and strengthen the mentor/mentee relationship.

RECOMMENDED CHECK-IN MEETING FREQUENCY

- *Initial Month:* Weekly for 30-45 minutes (to establish rapport and consistency)
- *After First Month:* Bi-weekly or as needed (maintain engagement, monitor goal progress)
- *Remaining time:* At least monthly once mentorship is established, with flexibility based on mentee's needs (ex. High stress times like final exams, applications/interviews, etc.).

All meetings should follow a similar format and interactions should be recorded on a mentor/mentee meeting tracker or similar form to be submitted to the Mentor Program Manager or discussed during Mentor Committee meetings.

CHECK-IN MEETING STRUCTURE AND OUTLINE

- *General Check-In:* Ask about how everything is going for one another, and share anything new/exciting.
- *Personal Growth Plan Review and Progress Updates:* Review and revisit the goals and items set within the mentee's personal growth plan, discussing successes, challenges, and any revisions that may be needed. Mentors should share observations and feedback, as well as making and relevant connections to campus, fraternity, or community resources for plan achievement.
- *Structured Reflection:* Each meeting should end with brief reflection questions to help mentees connect their experiences to personal growth:
 - "What have you learned recently through your fraternity experience that helps with your academic or professional goals?"
 - "How is your involvement in Delta Chi enhancing your college experience overall?"
 - Seek any feedback for the mentor from the mentee regarding the relationships and if needs are being met or if meetings / communication needs should be adjusted.
- Agree on the time, date, and location of the next meeting and clearly outline next steps to be achieved prior to that session.

Mentors should submit documentation to the MPM after each meeting using a structure submission and form to verify that check-in meetings are occurring at the recommended frequency and rate.