

Mentoring Team: Preboarding Checklist

Pre-Boarding: after offer letter is signed, before arrival

- ☐ Send Welcome e-mail (welcome, introduce yourself, ask if they have any questions)
- ☐ Meet with Mentoring team
 - ☐ One of the [Bridge team](#) members can be invited to join
 - ☐ Discuss roles and thoughts on mentoring
- ☐ Schedule pre-arrival/pre-start meeting (phone, virtual or in person)
 - ☐ See discussion topic list (Appendix D) for conversation suggestions
- ☐ Provide relevant information/examples
 - ☐ Copies of syllabi
 - ☐ Start-up funds application/proposal examples
- ☐ Check in to answer any upcoming questions (try for ~1x/month)
 - ☐ See discussion topic list (Appendix D) for conversation suggestions