

This checklist will assist in organizing an impactful mentorship engagement with clear, step-by-step tasks. It covers setting goals, preparing necessary content and resources, and managing logistics to ensure seamless execution for a successful event!

Each activity may not require every item on this checklist. Adapt each step to fit the specific needs of your event.

4-6 WEEKS BEFORE

- ☐ Establish event goals and objectives, e.g.
 - ☐ [Future Ready Skills](#) skill focus
 - ☐ Target audience and career pathway(s)
 - ☐ Number of students and interviewers
- ☐ Confirm event logistics
 - ☐ Time/Date & Location
 - ☐ Delivery mode (in person vs. virtual)
- ☐ Develop sample interview questions and evaluation criteria
- ☐ Collaborate with NAF staff as needed

3-4 WEEKS BEFORE

- ☐ Send calendar hold to all attendees
- ☐ Confirm volunteer availability and assign student(s)
- ☐ Establish support roles and develop interviewing run of show
- ☐ Confirm special needs or accommodations of all attendees
- ☐ Share [resume and cover letter guide](#) and [sample\(s\)](#) with students
- ☐ Review [professional dress guidelines](#) and [personal branding](#)
- ☐ Share background information with volunteer(s)
 - ☐ Student grade level
 - ☐ College/career interests
 - ☐ Future Ready Skills focus areas
- ☐ Request bio and headshot of volunteer(s) (optional)

2-3 WEEKS BEFORE

- ☐ Collect student resumes in advance
- ☐ Finalize run of show and event structure, e.g.
 - ☐ One-to-one, panel, or group format
 - ☐ Virtual requires conferencing platform link
- ☐ Schedule prep call for all volunteers
 - ☐ Provide sample questions and evaluation criteria

1-2 WEEKS BEFORE

- ☐ Start preparing students for event engagement, e.g.
 - ☐ [WBL Research Prep Activity](#)
 - ☐ [Student Thank You Note Template](#)
 - ☐ Sessions on professionalism and responses
- ☐ Create activity in [WBL Tracker](#) including
 - ☐ All partners and volunteers
 - ☐ Participating academy(-ies).
- ☐ Send final logistics and event reminders to volunteers

EVENT DAY

- ☐ Arrive 20-30 minutes early (if virtual, sign on early)
- ☐ Set up stations (if virtual, breakout rooms)
- ☐ Encourage volunteers to share verbal and written feedback using
 - ☐ Sample interview questions
 - ☐ Evaluation criteria
 - ☐ [Skills Feedback Survey](#)
- ☐ Track student attendance and add to WBL Tracker
 - ☐ Have students use [QR code to sign into event](#) –or–
 - ☐ [Manually add students to the activity](#)
- ☐ Provide [WBL Tracker Reflection Form Instructions](#) to students (they complete it after the event and must log into [NAFTrack Students](#) to access it)

1-2 DAYS POST-EVENT

- ☐ Remind students to [complete WBL Reflection Form](#)
- ☐ Send thank-you notes to stakeholders, including
 - ☐ Event highlights and images
 - ☐ Initial student feedback from WBL Tracker
 - ☐ Social media posts
- ☐ Schedule debrief meeting with all stakeholders, including
 - ☐ Prepared agenda
 - ☐ Highlights and areas for growth
 - ☐ Next steps and future volunteer opportunities

UP TO 1 MONTH AFTER

- ☐ Share reflection form feedback with stakeholders once all students have completed.

