



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.

