

Mentor Onboarding Checklist

Registration

- ☐ Mentor application submitted
- ☐ Profile reviewed
- ☐ Contact information verified

Compliance

- ☐ Background check invitation sent
- ☐ Background check approved
- ☐ Renewal status verified (if returning mentor)

Training

- ☐ Mentor training completed
- ☐ Program expectations reviewed
- ☐ ACE resources provided

Team Assignment

- ☐ Team assigned
- ☐ Team Leader notified
- ☐ Mentor introduction completed
- ☐ Schedule shared

Ready to Serve

- ☐ All onboarding requirements completed
- ☐ Cleared for student participation
- ☐ Added to team communications
- ☐ Prepared for first meeting