

## Mentee Meeting Considerations

- Mentees are required to contact the CDC prior to their initial meeting with the assigned mentor. It is important to understand the Career Development Center Resources prior to meeting with your mentor so that you are fully benefiting from both services and making the most of the added value of your mentorship. <https://www.jccc.edu/student-resources/career-development/index.html>
- Meeting Spaces/Locations: You will need to establish convenient meeting venues. It is recommended to identify several convenient locations with ample parking. If possible, arrange meetings in coordination with your Mentor's schedule, such as:
  - meeting before or after HIMSS/AAPC/AHIMA educational programs
  - JCCC – contact a program coordinator to reserve a meeting room
  - public libraries – call-ahead to reserve a meeting room.
- Refreshments: Mentors should not be placed in a position to spend money on mentees. It is better to avoid meeting at coffee houses, bars, or restaurants to make the best impression and optimize your mentorship opportunity.
- Supplies: Always be prepared with pen/paper and/or device should you decide to take notes or jointly review research.