



Veterans As Mentors (VAMs)

Veteran Mentors Checklist

This checklist contains the mentoring activities that will help the Veteran and Military Service Member transition smoothly to employment at the Department of Veterans Affairs (VA).

Directions: Complete each activity on this checklist.

Prior to First Meeting

- Review the VAMs [Guide to Mentoring](#).
- Arrange for your first meeting with the mentee.

First Meeting

- Review the VAMs Confidentiality Agreement with the mentee.
- Obtain signatures on the VAMs Confidentiality Agreement.
- Ask the mentee what he or she needs to discuss.
- Complete the VAMs [Mentoring Debrief Form](#) after the meeting.

Future Meetings

- Use the VAMs Mentoring Debrief Form to guide the start of your future meetings.

Final Meeting

- Ask the mentee to complete the VAMs [Closure Form](#).
- Complete the VAMs Closure Form.