



CAP Mentor Meeting Checklist

Applicant: _____ Mentor: _____

*Three face-to-face meetings are required between mentor and applicant
(preferably NOT during an applicant's shift)*

Meeting #1: Teaching

Focus- defining the CAP program and components of the application; reviewing online resources.

- Review the specific components of the application process/packet
- Review Activity Menu Talley Sheet, identify potential points and if applicant meet criteria.
- Assign homework for meeting #2
 - **DRAFT** paperwork
 - Emphasis on exemplars
- Agree on date/time for meeting #2
- Refer to qualification flowchart
- Hire date confirmation in API

Meeting Date: _____ Mentor Signature: _____

Meeting #2: Counseling

Focus- guiding and supporting the application/paperwork process; answering questions

- Review the applicant's **DRAFT** paperwork
- Provide clear and constructive feedback
- Assign homework for meeting #3
 - **COMPLETE/FINALIZE** paperwork
- Agree on date/time for meeting #3

Meeting Date: _____ Mentor Signature: _____

Meeting #3: Sponsoring

Focus- reviewing the **COMPLETED** application prior to submission

- Review the applicant's finalized paperwork

Meeting Date: _____ Mentor Signature: _____

Employee Number: _____



MEETING #1 NOTES:

MEETING #2 NOTES:

MEETING #3 NOTES:

Employee Number: