



## 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 specifics 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

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:**