



MENTOR MATCH TIPS

- 1. Keep Communications Open.**
 - Contact mentee as soon as you receive their name. Let the mentee know what is expected. If you will be unavailable because of business or personal travel, notify them immediately. Be practical when sending out messages and reply promptly to messages sent to you.
- 2. Be Supportive.**
 - Establish realistic goals. Encourage conference participation and help create a solid career plan.
- 3. Define Expectations.**
 - Ask the mentee what they hope to get out of this mentoring program.
- 4. Be Available.**
 - Be accessible to talk with mentee, answer questions and provide advice when necessary.
- 5. Be Prepared to Offer Honest Feedback.**
 - Be truthful in your evaluations but also be tactful.
- 6. Be an Active Participant.**
 - Engage in your own learning while you are mentoring, collaborate on projects, ask questions, and experiment.
- 7. Be Innovative and Creative.**
 - Share your ideas, give advice and be a resource for new ideas.
- 8. Be Aware of Culture Diversity.**
 - Remember that people come from diverse backgrounds. Get to know your mentee as an individual.
- 9. Be Reliable and Consistent.**
 - The more consistent you are, the more you will be trusted. Your mentee will rely on you for help.
- 10. Be Positive.**
 - Recognize the work mentee has done and the progress they have made. Emphasize areas where the thinking has been clear, complete and creative. Encourage your mentee to keep up their hard work.