Recommendations for the Mentee When Interacting with the Mentor

Steps to Follow

1. When you hear from your mentor, respond promptly, and provide several options of when you are available to meet virtually. Make sure to include your time zone.
2. The mentor will schedule the first meeting. Same day meetings are discouraged.
3. It is highly recommended that you meet with your mentor at least monthly, for 6 months.
4. If you are unable to make contact with your mentor, please notify AAPS staff at membership@aaps.org.

Tips

A mentorship is about having conversations and sharing your questions, experiences, and life journey. You set up the goals/objectives for the mentorship in discussion with your mentor.

- Ask questions that are important in helping you to achieve your mentoring objective. The following are examples you can draw on when creating questions.
  - To what do you attribute your success?
  - What was the turning point in your life?
  - Who was your mentor or role model? What did you gain from this mentor?
  - What is your greatest achievement?
  - Who has been an inspiration in your life?
  - What strategies do you use to stay focused on your goals?
  - Do you have any advice for me?
  - How has your career progressed?
  - What attributes do you feel it takes to succeed at your job?
  - What is the best way to bring an idea forward at your job?
  - What courses did you take?

- Be respectful of your mentor’s time, as they are likely busy and are volunteering their time to provide you with valuable insight to help with your career journey.

- Arrive on time to your virtual meeting. If your mentor does not join your meeting, be aware that they may be in multiple meetings, so it is suggested to wait at least five minutes before ending your meeting and then follow-up with an email to determine if the meeting needs to be rescheduled.
  - Follow-up in a respectful manner if you have not heard from your mentor after a reasonable amount of time or if they failed to connect with you at a specified meeting time. Keep in mind that people can have technology problems or just cannot pull away from an emergency. Follow-up and ask if there is a better time to reschedule.

- At the end of your meeting, thank the mentor for taking the time to speak to you, provide a short summary of the discussion, and what you have learned from it. It is also a good opportunity to discuss any action items that you and the mentor agreed to during the conversation.