Recommendations for the Mentor When Interacting with the Mentee

This is your opportunity to give back by sharing your knowledge and expertise with others, as well as develop new leadership, communication, and interpersonal skills. As you begin your role as a mentor, ask yourself: What is the most important piece of advice that you gained from a mentor? At some point in your life, there was someone who said something that helped open your eyes to other possibilities. Think about what your mentor said to you and how they said it. What did you respect about them? What characteristics and traits did they have? Were they a good sounding board? Did they provide you with encouragement? Did they provide you with honest feedback? How did they inspire you to achieve more? Now think about yourself and the type of mentor that you would like to be.

Steps to Follow

1. Contact your mentee by email.
   - Introduce yourself, including your scientific area(s) of focus, how far along you are in your professional career.
   - Provide some convenient times for yourself to meet and ask them if they have any times that will work for them. Make sure to include your time zone.
2. It is your responsibility to schedule your first virtual meeting. It is suggested to schedule your first meeting for at least 30 minutes. You will provide the appropriate link to the virtual meeting platform. Same day meetings are not suggested.
3. It is highly recommended that you meet with your mentee at least monthly, for 6 months.
4. If you are unable to make contact with your mentee or have any other issues, please contact AAPS staff at membership@aaps.org.

Tips

Mentoring is about having conversations, sharing questions, experiences, and life journey. These powerful conversations will help you to reflect on your own skills, your career, and help you to further develop your mentoring, leadership, and communication skills. Goals/objectives for the mentorship will be developed in discussion with the mentee.

- Listen intently and answer the mentee’s questions to the best of your abilities.
- Be open to questions. Every question is a good question.
- Stay focused on the mentee.
- Be honest. It is okay not to know everything, but the things that you do know will add great value to the mentee.
- Provide honest feedback to the mentee. If the mentee says something during the conversation that may be holding them back from success, let them know. Receiving these types of suggestions may change their life and the way that they are being perceived.
- Be respectful of their time, as a student or professional may have classes and other meetings to attend.
- Arrive on time to your virtual meeting. If your mentee does not join your meeting, 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.