



AIAA Mentor Match: Success Toolkit

Contents

How to be a GREAT **Mentor**:1

How to be a GREAT **Mentee**:1

How to set GOALS for your mentoring relationship:2

Conversation starters for your first call:2

Concluding the mentoring relationship:2

How to be a GREAT Mentor:

- Respond to Mentees' requests as soon as possible (within a week).
- Limit yourself to no more than two Mentees at a time.
- Encourage your Mentee(s) to develop specific, achievable goals, and establish one for yourself as well.
- Commit to communicating with your Mentee weekly throughout the relationship.
- Give honest, objective, and constructive feedback.



How to be a GREAT Mentee:

- Allow up to a week for Mentors to respond to your request.
- Participate in only one mentor relationship at a time.
- Have a clear goal in mind - what do you hope to achieve with mentorship?
- Be open to constructive feedback.
- Be proactive and prepared for meetings with your Mentor.
- Respect your Mentor's time and professional obligations.



How to set GOALS for your mentoring relationship:

Download the [Mentor Match Goal Tracker](#) and save it somewhere convenient so you can easily (and frequently) access it.

- 1. Ask yourself a few questions.**
 - What are my current strengths and weaknesses?
 - How much time and effort am I able to dedicate to this mentorship?
 - **Mentee:** What am I hoping a Mentor might be able to help me achieve?
 - **Mentor:** What effect might mentoring have on me professionally and personally?
- 2. Create a draft Goal Statement, and discuss together.**
 - Is this a SMART goal (specific, measurable, attainable, relevant, time-bound)?
 - What obstacles exist to achieving this goal?
 - **Mentee:** Are you in a position to begin working towards this goal at this time?
 - **Mentor:** Do you possess the knowledge/experience to mentor your Mentee towards this goal?
- 3. Finalize your Goal Statement, save it to your [Goal Tracker](#).**
 - Refer back to your Goal Tracker often.
 - Focus and re-focus your mentorship on your goals continuously.
- 4. Document and CELEBRATE your successes!**



Conversation starters for your first call:

- What is the best piece of advice you have ever received?
- How would you define success?
- What was the last project you worked on?
- What inspired you to pursue this line of work?
- How would you like your situation to be different 10 years from now?
- What is your greatest, ultimate goal professionally?
- What is the most exciting project you have ever worked on?
- How would you describe your professional journey (so far)?

Concluding the mentoring relationship:

- Document what you have achieved through this mentorship.
- A mentoring relationship should have an official beginning and end, but we do encourage you to keep in touch. Stay in contact with your Mentor/Mentee through AIAA Engage, or professional networking sites like LinkedIn.
- **Mentor:** provide feedback to your Mentee regarding their progress throughout the mentorship. Let them know what you hope to see them accomplish in the future.
- **Mentee:** THANK your Mentor! Offer feedback regarding the mentorship process. Let them know what you hope to pursue next.