

# Getting Started Guide for Mentees

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## Before your first session

- Send your resume and a few brief paragraphs that describe your work and personal history to your Mentor, along with a word of thanks for volunteering to be your mentor.
- Request your Mentor's contact information. Ask for their preferred method of contact (phone, Skype, Email, Face to Face, etc).
- Read up on your Mentor. Check out their LinkedIn page and google the organisation they work for to read any news, published work, or announcements that are publicly available.
- Consider your answers to the following questions:
  - What are you expecting from your mentor and this process?
  - Do you want someone who will push you or someone who is just prepared to listen and offer advice from time to time?
  - Do you want someone to use as a resource (i.e. to help with introductions and networking)?
  - Do you want someone that you can look to as a role model?
  - What are three major takeaways you hope to gain from this process?

## For your first and future sessions

- Get a journal or notebook which can be used exclusively for taking notes during your mentoring sessions.
- Follow up after the first session with a note of thanks.
- Follow up after the mentoring session with any actions you have agreed on. Don't delay, as it is more likely to slip your mind as days pass.
- Confirm the date and time of your next mentoring session.
- Send an email one to two days prior to confirm that the Mentor is still "on" for the next session.
- Give advance notice to the Mentor if you are running late or must cancel or postpone a session.

If you have any questions, please don't hesitate to get in contact with us at [careers@engineersaustralia.org.au](mailto:careers@engineersaustralia.org.au)