

Tips and Expectations for Mentors and Mentees

It is suggested to review these expectations and tips with your mentor/mentee at the beginning of your mentoring relationship. Discuss the items herein to ensure an understanding for how the relationship will be managed and sign once these parameters have been mutually agreed upon.

Mentor:

- Be available to the protégé when he/she needs assistance or guidance
- Focus on professional development that may be outside the mentee's primary skill set and/or area of work
- Support the protégé both professionally and personally based on their needs
- Be a: communicator, confidant, advisor, counselor, coach, advocate, tutor, motivator
- Assist in facilitating networking opportunities
- Ask open-ended questions
- Discuss progress towards career plans and document it
- Share honest and diplomatic feedback
- Focus more on mentoring activities and less (but not never) on career concerns
- Be supportive, and serve as a role model (not a supervisor / parent)

Mentee:

- Keep an updated outline of short- and long-term goals to discuss with your mentor – make this a living document
- Be open to new learning opportunities
- Set learning goals, and take an active role in identifying learning areas and opportunities
- Seek advice and feedback on progress from your mentor
- Initiate mentoring and closure sessions
- Don't look for all the answers about your work
- Don't try to fit everything into one session – spread it out and keep it simple
- Don't expect the mentor to speed up career advancement
- Take charge and initiate discussions based on your professional and personal needs
- Be assertive but not aggressive
- Take initiative
- Develop a plan to attend events and professional development opportunities
- Self-evaluate (strengths, weaknesses, challenges, passions, long-term goals, etc.)
- Don't accept action or intervention on your behalf
- Don't expect assistance on personal problems
- Don't expect definitive answers on career goals immediately
- Demonstrate an interest in career and personal growth
- Maintain meeting logs for each meeting, and turn them in with feedback forms

Both:

- Conversations should include questions that encourage thoughtful response
- Decide early on the type of relationship you want this to be, including ground rules
- Establish clear goals
- Discussions should be open, honest, and confidential
- Be accountable
- Establish trust
- Evaluate the mentoring relationship periodically
- Develop an action plan
- Listen actively

- Be punctual
- Maintain regular meetings, and commit to the schedule; reach agreement on schedule of regular meeting/phone conversations/emails
- Be respectful of each other's time, availability, and boundaries; provide uninterrupted time for your meetings.
- Complete feedback forms every six months
- Be willing to give feedback about the mentoring program

Statement of Acceptance: I have read the expectations of myself and my mentor/protégé and agree to meet these expectations throughout the duration of my mentor-protégé relationship.

Mentor

Name (printed): _____

Signature: _____

Date: _____

Mentee

Name (printed): _____

Signature: _____

Date: _____