

## OATUG Emerging Leaders: Mentor Guide

### Program Purpose

The OATUG Emerging Leaders Mentorship program is an opportunity for young and new professionals to guide their professional and career goals with an OATUG mentor. Mentees will be matched with a mentor that will help them set goals in areas such as networking, career aspiration, being a new manager or general professional development guidance in the applications and technology space. The program is open to current OATUG members and undergraduate students. It is designed to help facilitate guidance, support and achievement among OATUG members and within the applications and technology space.



Mentoring can only be successful if there is a reciprocal and comfortable relationship between the mentor and mentee. Remember that both parties need to make it work to make it successful by being open-minded and respectful, and fulfilling the expectations that they have set for the mentor/mentee relationship. Ideally the mentoring relationship will be a mutually beneficial one.

### How will I benefit as a mentor?

- Develop a meaningful connection with a new professional
- Utilize and expand your professional network
- Refine your professional mentoring and coaching skills
- Learn more about the next generation of professionals and the challenges they face
- Use your experience to guide the mentee on their challenges

### What is expected of me as a mentor?

We want to make sure this a flexible volunteering opportunity for you and your mentee. You both decide how your relationship will work. Here are some helpful guidelines:

1. Patience – let your mentee be the driver of the relationship. Allow (and encourage) your mentee to initiate contact and to lead the discussions.
2. Consistency – Communication (in person, or via email/phone/Skype) at least one time per month.
3. Guidance and Support – Help your mentee set, track and adjust his/her goals.
4. Responsiveness – Respond to all communications within a few days. Remember, if you can't answer the questions in a few days it is okay to send a follow up email later.
5. Professionalism – Approach your mentoring relationship with an open mind, professionalism and respect. If you have any problems or concerns about your mentoring relationship contact Hannah Hanssens-Reed at [hreed@OATUG.org](mailto:hreed@OATUG.org)

### What is not expected of you as a mentor?

1. To offer a job or internship to your mentee
2. To initiate all contact
3. To have all the answers

## Suggestions on how to build your mentoring relationship:

### Get to know your mentee.

1. Understand the Mentee's short-term and long-term objective and what they would like as the outcome of the engagement
2. Get to know your mentee through questions about his/her interests, experiences and background.
3. Follow up with any important steps that the mentee has taken such as leadership experience, volunteering, continuing education, and ask what he/she has learned.
4. Be an active listener. Give feedback to what the mentee says and avoid interrupting.

### Set goals with your mentee.

1. Setting goals with your mentee at the beginning of the relationship is critical because it gives directions to the relationship and guides you to how to help your mentee.
2. If your mentee does not know his/her goals, this can be your first mentoring moment. You can ask questions like: "What made you sign up for the mentoring program?" or "What are your specific concerns and questions right now?" or simply "How can I help?"
3. Also, remember that goal setting is a process, so make sure to check in and ask your mentee if his/her priorities are changing or evolving.
4. Set up a specific meeting/call to review the progress the mentee has made in achieving their goals every six months

### Set expectations with your mentee.

1. Determine how and when you will communicate with each other. Renegotiate as needed.
2. It might be difficult to find time to talk or meet with your mentee – so schedule your next meeting – if only tentatively – at the end of each meeting.
3. If your mentee remains unresponsive for a prolonged period of time, initiate contact. If he/she still does not respond after a few attempts, please contact Hannah Hanssens-Reed at [hreed@OATUG.org](mailto:hreed@OATUG.org).

### Mentor Questions for a Mentee (examples):

1. What would you like the objective of this program to be?
2. What are your expectations of this program?
3. What are your future goals?
4. What are you expecting from me from this program?
5. State that we could have this relationship for about a year, to start with and then discuss of a possible extension, if needed.
6. How frequently would you like to meet/call?
7. Would you like to maintain a log of our discussions? If so, it might be better to share it and I can provide updates, as appropriate. Would you be willing to use a Google Docs or Office 365 account?

## Feedback/ Evaluation:

- The OATUG Staff Liaison will contact the mentor and mentee at least twice during the course of the mentorship via email in order to address satisfaction and the quality of the relationship.
- Mentors and mentees have two weeks after the initial session to request a change of mentee or mentor. In the event a mentor or mentee does not add value or meaningfully participate, they will not be asked to reapply to the program.
- The mentor and the mentee each complete an **exit survey** to assess the success of the mentorship pairing and the program.
- Contact [hreed@OATUG.org](mailto:hreed@OATUG.org) at any time with questions, concerns, or comments.

## Sample Discussion Timeline for Mentor:

- Session One:*        **Mentor Program Orientation**  
The orientation provides an initial opportunity to meet your mentee, Emerging Leader Committee Chair, and OATUG Staff Liaison and to review the program goals and guidelines. The OATUG Staff Liaison will be in touch with you and your mentee to arrange the orientation.
- Session Two:*        **Getting to know each other/ settling into the partnership**  
During this session, expectations for the relationship are established, future meetings are planned, some good book suggestions, etc.
- Session Three:*        **Personal experiences**  
Share your experience with your mentee. How did you get to where you are currently? What do you like about your job? What would you have done differently? What has changed in the industry?
- Session Four:*        **Discussion**  
Begin discussion on any of the previous topic as decided by the mentee/mentor during previous session
- Session Five:*        **Discussion**  
Continue discussion on any previous topic as decided by the mentee/mentor during the previous session.
- Session Six:*        **Evaluate**  
Discuss mentee's current job outlook, identify current obstacles/pitfalls and address how to overcome these, Address future conversations and potential continuation of the relationship