

OATUG Emerging Leaders: Mentee 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.

Please remember that your mentor is here to help provide guidance, they are not expected to offer job or internships or initiate all contact.

Mentee Questions:

- Question: What is this program all about?
Answer: This program is OATUG's way of providing you, the mentee, with a professional contact who could assist you with your professional development. This program will assist you in also expanding your network within the OATUG community and its members.
- Question: What can I expect to get out of this program?
Answer: You can expect the assigned mentor to provide you guidance and answer questions you may have about your professional career and future growth as well as answer any Technology related questions pertaining to the Applications and Technology space
- Question: How can I find my mentor?
Answer: Please complete the [Mentor Survey](#), and we will help match you to a mentor based on your answers.
- Question: How frequently would the mentor and mentee meet?
Answer: The frequency of the meeting/calls would be decided between the mentor and the mentee in the initial few meetings/calls. We recommend at least one meeting/call per month.
- Question: What is the duration of the program?
Answer: The duration of the program could be till a predefined objective is met or till either the mentor or the mentee decide that there is no other benefit in continuing with the relationship. Recommend at least a year.

- Question: Would I be able to request a different mentor if the assigned mentor is not the right fit?
Answer: Yes, you can request another mentor to be assigned to you. Please contact Tiffany Thomas at tthomas@OATUG.org with the request.
- Question: Can I get my colleagues involved in this program as a mentee?
Answer: Yes, as long as they (or their organization) is a member of OATUG.
- Question: What is expected of me?
Answer: As a Mentee, you are expected to perform the following:
 - Clearly define an objective of the mentorship program and what you expect to get out of it
 - Initiate the contact with the mentor and setup meetings/calls with them on a mutually agreed frequency
 - Create and maintain a log of the discussion and follow up on action items assigned as part of the meeting/call by Mentor. Share the notes with your mentor.
 - Provide updates or progress made on the action items assigned to you, at the next meeting/call
 - Perform a check at the end of 6 months/year on the progress of the program and track objective met/unmet

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, he/she 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 tthomas@OATUG.org at any time with questions, concerns, or comments.

Sample Discussion Timeline for Mentee:

- Session One:* **Mentor Program Orientation**
The orientation provides an initial opportunity to meet your mentor, 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**
Expectations for the relationship are established, future meetings are planned, book and/or certifications suggested, etc.
- Session Three:* **Personal experiences**
Share your experience with your mentor. How did you get to where you are currently? What do you like about your current job? What steps have you taken to achieve your goals?
- 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 your current job outlook, identify current obstacles/pitfalls and address how to overcome these, Address future conversations and potential continuation of the relationship.