Mentoring Program Responsibilities and Expectations

The mentoring experience is a one-on-one partnership that focuses on the needs of the mentee. It may be structured or informal. However, in order for the mentoring program to be successful, it is important that the mentor and mentee understand their respective responsibilities and expectations prior to undertaking this relationship.

- **Mentor responsibilities and expectations**
  - Establish mutually agreed upon communication methods (email, phone, in-person, etc.) including time commitments and limitations.
  - Expose mentee to experiences and resources related to goals and objectives.
  - Share perspectives and experiences.
  - Provide advice.
  - Set an example.
  - Include mentee in networking opportunities.
  - Refer mentee to another mentor if goals and objectives of mentee are beyond your scope of expertise.
  - Provide feedback as requested by DBC Mentoring Team.
  - Regularly update your information via the DBC online mentor webpage.

- **Mentee responsibilities and expectations**
  - Establish mutually agreed upon time commitments and limitations.
  - Identify goals and objectives – why are you seeking a mentor?
  - Identify other professionals with whom you have a mentoring relationship.
  - Keep all appointments and/or respond to all emails in a timely manner.
  - Inform mentor of how he/she can best be of assistance.
  - Show appreciation to mentor.
  - Provide feedback as requested by DBC Mentoring Team

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