



MENTORSHIP

Mentee Tip Sheet

1. **Keep communications open.** Contact your mentor as soon as you receive his or her information. Tell the mentor a little about yourself, professionally and personally. Listen to their background history and what they wish to gain from this relationship, and ask questions as needed. Establish the parameters of your new mentoring relationship: determine the best method of communication and create a schedule of contact. Reply promptly to messages.
2. **Define expectations.** It is important to establish mutual expectations and ground rules at the beginning of the mentoring relationship. Fill out the goals worksheet provided to you and send your mentor a copy. Go over the worksheet together: discuss your goals and what you hope to accomplish with your mentor. Revisit your worksheet over the course of the year, and use it to evaluate your progress.
3. **Be an active participant.** It is beneficial for both parties to be proactive in the mentoring relationship. Listen carefully to your mentor's advice and ask questions to learn from your mentor's experiences.
4. **Be reliable and consistent.** Be realistic about your commitments to your mentor, but always follow through with those commitments. Be punctual and respectful of your mentor's time, and remember you are building a professional relationship. Let your mentor know how much time you can put into this relationship and expect the same courtesy from your mentor.
5. **Be prepared to accept honest feedback.** Feedback is an important tool for professional growth. Ask questions as needed to clarify your mentor's evaluations and advice. Give your mentor feedback and recognition as well, for the help that he or she provides for you.
6. **Respect confidentiality.** Keep conversations between you and your mentor private and confidential. Make sure this expectation is clear and reciprocal.
7. **Mentoring compatibility.** Occasionally, the fit between mentor and mentee does not work. The best way to handle these situations is to be open and frank. Let the mentor know that you wish to end your mentoring relationship and alert the Mentoring program. Don't let one experience deter you from mentoring relationships in general. You can try again by filling out our signup form again, or contacting us directly
8. **Contact the Mentoring Program with any questions or concerns during the mentorship.**