



MENTORSHIP

Mentor Tip Sheet

1. **Keep communications open.** Listen to your mentee's background history and what they wish to gain from this relationship. Tell the mentee a little about yourself, professionally and personally. 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. Encourage your mentee to fill out the goals worksheet and send you a copy. Go over the worksheet together, and make suggestions you might have for achieving those goals. Use this worksheet to evaluate your mentee's progress over the course of the year. You should also share what you hope to gain from the mentoring experience.
3. **Be an active participant.** It is beneficial for both parties to be proactive in the mentoring relationship. Offer feedback and advice when asked, but also provide suggestions, opportunities and ideas to the mentee that you feel are helpful. Share job openings, conferences or other resources that your mentee might not be aware of.
4. **Be reliable and consistent.** Be realistic about your commitments to your mentee, but always follow through with those commitments. Let your mentee know how much time you can put into this relationship and expect the same courtesy from your mentee.
5. **Be aware of cultural diversity.** Remember that people come from diverse backgrounds and experiences. Value your mentee's unique social, economic, and cultural traits and perspectives and strive to be a helpful mentor regardless of what differences there may be between you.
6. **Be positive.** Provide honest feedback when evaluating your mentee, but emphasize the positive. Recognize the work the mentee has done and the progress he/she has made. Emphasize areas where the thinking has been clear, complete, and creative. Encourage him/her to move forward in these areas. Remember your main goal is to support and recognize your mentee's progress and development.
7. **Respect confidentiality.** Keep conversations between you and your mentee private and confidential. Make sure this expectation is clear and reciprocal.
8. **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 mentee know that you can no longer fulfill your role as mentor and alert the Mentoring program.
9. **Contact the Mentoring Program with any questions or concerns during the mentorship.**

(Adapted from the MLA and ACRL Tip Sheet for Mentors)

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