

### **Mentee and mentor**

- Set a timeline – how long is the relationship to last? Maybe start with six months, meeting once a month.
- Clarify the best way to get in touch – email, telephone, etc. – and whether communication between meetings is all right.
- Be clear what you mean about something being confidential and be sure to respect the other's request for confidentiality.
- Be clear that, if either of you commit to taking an action and then don't follow through, that the other party may not keep the mentoring relationship going.

### **Mentee job description**

- Take initiative in setting up meetings (or telephone conversations) with mentor, about once a month.
- Be clear about what you want to talk about and explore at each meeting.
- Advise mentor about deadlines and travel (and exams if you are a student) that might affect communication and availability.
- Ask mentor about deadlines and travel that might affect communication and availability.

#### *Suggested activities, discussion points mentee can initiate*

- Ask the mentor to show you her/his work site. Ask to sit in on a meeting.
- Describe your search for an internship, job or promotion and ask for feedback.
- Ask the mentor to look at your résumé and/or cover letter.
- Ask the mentor to describe her/his work and a big project that she/he is proud of.
- Ask mentor to look at your LinkedIn profile and make suggestions.
- Ask mentor to listen to a practice presentation and give feedback on slides
- If you are a student, describe your coursework and ask advice about electives to take
- List your short-term and long-term career goals, and goals for relationship with mentor and discuss them.

### **Mentor job description**

- Clearly define your role as mentor. You are a confidante, guide, and source of advice. You might introduce the mentee to people and opportunities.
- Ask the mentee to advise about time constraints (deadlines at work or school) that might affect relationship.
- Remember mentee might end up asking you to be a reference
- Clarify how much time you can commit and for how long – once a month for six months, for example, to see how it works out.
- Ask the mentee to take the initiative and plan meetings and decide on what to talk about. This approach makes the mentee accountable and saves you time. You can always offer suggestions for discussion.

#### *Suggested activities mentor can initiate*

- Talk about your career path and current job.
- Describe what has been the biggest surprise in the career or on specific job.

- Ask mentee questions to help her/him think about her/his career path (and, if mentee is a student, graduate school experiences).
- Offer to review résumé and letters of application if mentee is looking for work.
- Offer to show mentee your work space and maybe sit in on a meeting or other event.
- Ask about work (if mentee is a student, internship experiences, coursework) – ask what has been useful and what has been frustrating.
- Be supportive. If the mentee has made a decision, congratulate her/him on making it, even if you have reservations. Then add something like, as you make that transition, keep in mind ....
- Involve mentee in a professional development event or activity that you have found helpful