



# **Mentee Preparation Guidebook**

February 2019

*Note: Ensure you have reviewed the Mentorship Program Handbook and the communication agreement applicable to both the mentor and mentee.*

## **Recommendations to Kick-Off the Mentor/Mentee Interaction**

To be involved in a mentoring relationship is a privilege for both participants (mentor and mentee), and it is important to be gracious and thoughtful toward one another. In order to establish a valuable mentoring relationship, it is important to be prepared for your initial meeting and have realistic expectations for the relationship. You must first have an understanding of your own professional (and academic if applicable) goals to maximize the time and value of your conversations. It is important to understand how your relationship will work. Set guidelines and expectations to hold each other accountable in order to ensure the relationship remains strong.

### **How to prepare for your first meeting?**

- Think about what you want to accomplish from your mentoring relationship
  - Come up with 3 goals or objectives for the relationship
- Research your mentor
  - Where do they work?
  - Have they received any awards?
  - Are they involved in any non-profits?
- Think of open-ended questions to ask your mentor
  - Why do you want to be a mentor?
  - Have you been a mentor before? How did it go?
  - Tell me about your job.
  - How did you find your job?

### **What is the goal of the first meeting?**

- Get to know your mentor and share information about yourself
- Outline your goals and review them with your mentor
- Make sure you and your mentor understand what each of you hopes to get out of this experience
- Discuss next steps
  - Mode of contact
  - How often will you meet

## **Recommendations for Sustainment of the Mentor/Mentee Relationship**

- 1.** Use active listening skills during discussions with your mentor. Be careful not to interrupt, unless you need to clarify a point and you see no other opportunity or pause. Take notes when appropriate, ask good questions and have a purpose for your questions.
- 2.** Be prepared to ask for specific guidance and advice on your goals, plans and strategic ideas. The more specific you can be, the easier it will be for your mentor to help you.
- 3.** Take the initiative to ask for feedback. Feedback, although difficult to hear at times, is critical to your personal and professional growth and development. Demonstrate that you are open to hear new ideas and suggestions to bring out your best and overcome any blind spots.
- 4.** Always be considerate and respect your mentor's time as you do your own. Be thorough, but concise in your explanations, experiences and comments. Watch for clues that you may be going on too long. It is polite to ask directly if you are talking too long.
- 5.** Return phone calls promptly and be on time with commitments or meetings. If your mentor offers a specific time frame of availability, respect his/her wishes by following through. Only extend the time of your contact if your mentor initiates or insists to extend or complete a task or discussion.
- 6.** Demonstrate that you have followed advice or commitments for action at every opportunity, even if you have modified your plan. Pointing out that you used your mentor's help and sharing outcomes is important.
- 7.** Assume the mentoring connection will be strictly professional. This does not mean you cannot be yourself, or you cannot be friendly. Let your mentor take the lead in establishing a more friendship based connection. Do not intrude into your mentor's personal life or expect to be close friends.
- 8.** Express your appreciation for every form of assistance you get. Provide positive feedback, thanks as well as positive comments to him/her in front of others.
- 9.** Prepare yourself to move beyond your mentoring connection, once it has served its purpose. Be sure to end on a positive note.
- 10.** Keep the door open to return to your mentor for assistance or advice at a future time. Follow up with your mentor to keep in touch, to share your progress and to continue to express your gratitude.

### **Recommended Activities**

• Breakfast, lunch, dinner, or coffee • GOOD events • Phone calls • Other professional organization meetings • Resume review • Mock interviews • Workplace tours • Seminars