

## Tips for Mentees

### How to begin:

- Encourage filling out a In Mentor/Mentee Agreement to help develop ideas around what needs you might have & the mentor-mentee form.
- Send Mentor/Mentee Agreement & CV to your assigned mentor
- Develop an initial framework with your mentor regarding goals of mentorship, how often you would like to connect, etc

**Be proactive:** The most successful mentoring partnerships are those in which the mentee takes the initiative and truly drives the partnership. In a mentee-driven partnership, the mentee determines the pace, route and destination. The mentor is then able to offer insights and counsel that is focused on the mentee’s objectives. Consider the following questions:

- Am I comfortable asking for what I want?
- Am I open to hearing new ideas and perspectives?
- Do I allow myself to be open and vulnerable?
- Am I receptive to constructive feedback?
- Am I able to show I value and appreciate feedback?
- Am I willing to change or modify my behaviors?
- Do I consistently follow through on commitments?
- Do I make an effort to instill trust?
- Do I openly show appreciation and gratitude?

**How to achieve mentoring objectives.** Evaluate your objectives with the following questions.

- **Specificity**
  - Have you identified a specific objective for the partnership?
  - Are your objectives clear, defined and precise?
  - Are your objectives quantifiable?
  - How do you measure success?
- **Work Plan**
  - Do you have an action plan to achieve your objectives?
  - Have you considered the outcome of achieving your objectives?
  - Are your objectives realistic given the circumstances?
  - Have you determined a completion date?
  - Is your timeline realistic?
  - Will you need additional resources or tools to be successful?
- **The Mentor’s Role**
  - How can your mentor be most helpful to you?
  - Do your objectives meet what your mentor can offer?

### Mentees Dos & Don’ts

Do’s	Don’ts
<ul style="list-style-type: none"> <li>▪ Take initiative</li> <li>▪ Look for opportunities to teach your mentor</li> <li>▪ Be respectful of mentor’s time</li> <li>▪ Communicate agenda and goals with mentor prior to meeting</li> <li>▪ Clarify goals and expectations</li> <li>▪ Practice self reflection</li> <li>▪ Support your peers</li> <li>▪ Consider having multiple mentors</li> <li>▪ Clarify your values</li> </ul>	<ul style="list-style-type: none"> <li>▪ Be passive—don’t wait for the mentor to initiate interactions</li> <li>▪ Be late, disorganized</li> <li>▪ Stay in the comfort zone</li> <li>▪ Stay in a mentoring relationship when it is no longer helpful</li> </ul>