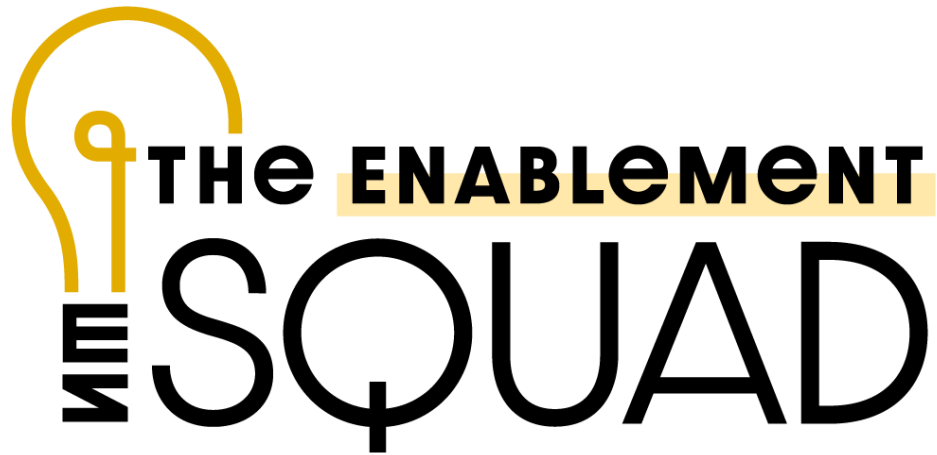




MENTEE GUIDE

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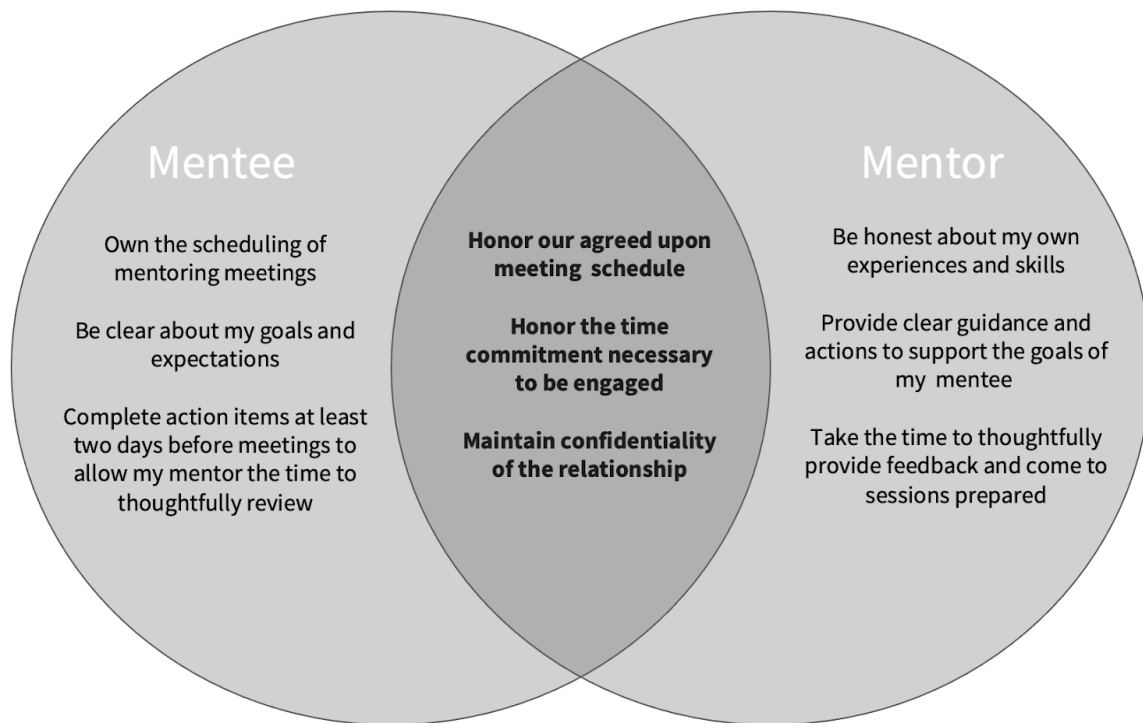
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GOAL OF MENTORING

The goal of mentoring is to tap into the existing knowledge, skills, and experience of senior or high performing employees and transfer these skills to newer or less experienced employees in order to advance their careers

SETTING EXPECTATIONS

Each participant in the mentoring program is ultimately responsible for their own growth and will get out of the relationship what they put in. To support this, we ask that everyone review the expectations for their role.



TIME COMMITMENT

- 30 Min - 1 hour Per Month meeting with your mentor (or however often you agree upon)
- 6 Month Commitment to the program
 - If you cannot commit to this, we respectfully ask that you remove yourself from the program

BEST PRACTICES FOR MENTEES

As you prepare for your role as a mentee, **consider the following tips** to help you become an effective mentee.

- **Be open-minded and willing to learn.** No matter who your mentor is, s/he has experience and expertise to share with you. You and your mentor may have a lot in common or very little. Regardless, if you remain open-minded and want to learn, you will learn and become a better professional as a result.

- **Be honest and real.** Your mentor will be better able to help you if you are open and honest about who you are and what you want professionally and personally from your life. Talk about your background, current status, hopes, fears, and goals for the future.
- **Be ready to work at the relationship.** Good relationships don't just happen; they take work. This applies to relationships with family, friends, colleagues and your mentor. It takes time and effort to get to know each other and build trust. Establishing and maintaining trust is essential to a good mentoring relationship.
- **Be proactive and take initiative.** Mentoring should be an active and engaging experience for both student and mentor. As a student, you should not rely on your mentor to do everything. Make sure that you are in frequent contact with your mentor and that you are initiating most of that contact. Let your mentor know when you need help. Ask questions. Follow-through on items the two of you discuss. Demonstrate a good work ethic.
- **Be prepared for your meetings with your mentor.** Think about the topics you would like to discuss with your mentor ahead of time, write them down and possibly even email them to your mentor in advance of your meeting. The more you prepare, the more you will get out of your meetings with your mentor.
- **Be a good listener.** It is your mentor's job to give you honest feedback and advice, some of which will be positive and some of which will be constructive. Rather than ignoring your mentor's criticism or constructive feedback, or letting it make you feel bad, listen to what your mentor has to say and consider how you can use that information to improve yourself. Regardless of whether you choose to take your mentor's advice, listening to what your mentor has to share with you is important.
- **Be forward-thinking.** Talk to your mentor about where you are presently but focus your energy on building for the future. Define your goals for the semester, year, graduation or early-career. In conversation with your mentor, determine the skills sets, knowledge, and abilities you need to acquire in order to achieve these goals.

- **Be Curious.** What can you learn about your Mentor throughout the mentoring relationship?
 - How did they get to where they are today?
 - What motivates them?
 - What are their career goals?
 - What's been hard about their career? What's been their biggest challenge?
 - What do they love about their career?

MEETING SETUP

BEFORE your first meeting

- Send a video introducing yourself! Your role, your background, favorite part of working in Enablement, fun fact and how you are looking forward to working with your mentor
- Your mentor will send the first invite
- What can you learn about your Mentor before you meet?
 - If available, view your Mentor's LinkedIn profile
 - What questions do you have for your Mentor based on their background?

Meeting prep checklist

- ☐ Booked the time and sent calendar invite
- ☐ Jotted 2–3 things I want to discuss
- ☐ Reviewed notes from last meeting
- ☐ Have a “win” and a “challenge” to share
- ☐ Sent my agenda or topic list ahead of time

Meeting cadence:

- 30 min - 1 hour per month

GOAL SETTING

- Use the SMART format to set goals:
 - Specific – Clear and focused

- Measurable – You can track progress
- Achievable – Stretch, but realistic
- Relevant – Helps you grow
- Time-bound – Add a due date

ADDITIONAL RESOURCES

Want to learn more about how to have an effective and long-lasting mentorship? Check out these additional resources.

- **Articles to read**

- [The Best Mentorships Help Both People Grow](#)
- [What Great Mentorships Look Like in a Hybrid Workforce](#)
- [What Efficient Mentorships Look Like](#)

REFERENCES

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