A professional Mentor can inspire, encourage, and support you, and can contribute to your professional and personal development. If you take advantage of the opportunity to build a relationship with a Mentor, you can expect to strengthen and build your network and gain the skills and confidence necessary to excel in your career.

ABCEP Mentors are volunteer CEPs who serve in two primary roles – CEP-IT Career Coach and CEP Applicant Advisor. The roles are undertaken based on the needs of the Mentee.

A CEP-IT Career Coach focuses on a Mentee’s professional and career development strategies, including those that should ultimately help CEP-ITs advance to the CEP designation. For CEP-ITs development and implementation of their Annual Career Plan is the primary focus of discussions between the Mentor and Mentee.

A CEP Applicant Advisor supports CEP Applicants as they prepare and submit their CEP application. In this role the Mentor is a first point of contact who supports the Applicant through the mechanics of the process. However, the Mentor cannot coach the Applicant on specific content for responses to application requirements.

See the Mentee Handbook for more guidance.

**Frequently Asked Questions**

When and how will I be matched with a Mentor?

*A Mentor will be assigned to you by the ABCEP Office upon receipt of your Mentor request along with the CEP or CEP-IT application and associated fees.*

How long will the Mentor be available?

*We ask our CEP-IT Career Coaches to make commitments for at least one year. An Applicant Advisor’s time commitment is typically three to six months.*

What should a Mentee or Mentor do if the mentoring partnership is not working as needed?

*First discuss any issues with your mentoring partner. If the issues cannot be resolved, or if you are not comfortable discussing the issues with your mentoring partner for any reason, immediately contact the ABCEP Office.*

**Mentee DOs**

1. Take a proactive role in shaping the mentoring relationship.
2. Understand what you want from the Mentoring relationship and communicate your goals and aspirations to your Mentor.
3. Set aside time for the Mentoring process, keep all scheduled appointments with your Mentor, and display professional behavior.
4. Put the time with your Mentor to the best use. Make a list of discussion points. Come to meetings with Mentor prepared with planned topics.
5. Respond in a timely manner to your Mentor's feedback. Respond to emails from your Mentor at most two days after receipt.
6. Be open and honest with your Mentor about your challenges and weaknesses.
7. If something concerning the Mentor needs to be discussed with others, it should first be discussed within the Mentoring relationship.

**Mentee DON'Ts**

1. Don't ask for advice on everything. Have a purpose in each request.
2. Don't blame the Mentor if his or her advice doesn't work out.
3. Don't expect the Mentor to know all the answers.
4. Don't commit yourself to obligations you cannot keep.
5. Don't cancel meetings/visits with your Mentor at the last minute