

## Overview

Mentors can inspire, encourage, and support you, and can contribute to your professional and personal development. If you take advantage of the opportunity to build the relationship with the mentor, you can expect to strengthen and build your network and gain the skills and confidence necessary to excel. The Annual Career Plan is designed to be the main focus of discussions between the Mentor and Mentee.

## Frequently Asked Questions

**The Mentee's Handbook is available for more guidance.**

- ***How do I choose a Mentor?*** First complete your profile.
- ***How long will the mentors be available?*** We ask our mentors to make commitments of at least one year in order to ensure that the mentee is able to fully benefit from the relationship. If a mentor must leave the relationship early, we request at least one month's notice in order to search for a replacement mentor with a similar profile.
- ***If the relationship is not going well or I am concerned about continuing to participate, what should I do?*** We encourage letting the mentor know about the situation and contact the Executive Administrator immediately. We will provide our full support to resolve the situation in a positive and satisfactory manner.

## Mentee DOs

1. TAKE A PROACTIVE ROLE IN SHAPING UP THE RELATIONSHIP.
2. Use the Annual Career Plan. Understand what you want from the mentoring relationship and communicate your goals and aspirations to your mentor. Balance personal and professional relationship with your mentor.
3. Set aside time for the mentoring process and keep all scheduled appointments with your mentor and display professional behavior.
4. PUT THE TIME WITH 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.