

Overview

A mentor can be a guide, a friend, and a resource that helps pave the way to success, and derives satisfaction from helping others succeed. Your role as mentor is to inspire, encourage, and support your mentee, and to contribute to their professional and personal development.

Frequently Asked Questions

The **Mentor's Handbook** will provide more guidance.

- ***What am I expected to do?*** Mentors should provide their mentee with about one hour of support/interaction per month. Most of this interaction will take place via e-mail and other web-related tools (e.g., instant messaging), telephone, or face-to-face, as appropriate. Mentors should work with their mentee to determine what kind of support will be most useful—specific feedback related to general career advice, information on higher studies, technical information, personal encouragement, and so on.
- ***How long will the commitment be?*** 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 similar profile.
- ***If the relationship is not going well or I am concerned about mentorship, what do I do?*** We encourage letting the mentee 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.

Mentor DO's

1. COMMIT AT LEAST ONE INTERACTION/HOUR OF SUPPORT per month.
2. Take responsibility to initiate the relationship.
3. Set aside time for the mentoring process and honor all appointments.
4. Invite the mentee to conferences or activities, as appropriate. Schedule meetings with planned topics.
5. Be flexible on meeting times and places.
6. Arrange frequent contacts through telephone, e-mail, fax, face-to-face, etc., as appropriate.
7. Respond to e-mails from your mentee within two days of receipt.
8. Keep information that your mentee has shared with you confidential. If something concerning the mentee needs to be discussed with others, it should first be discussed within the mentoring relationship.
9. Establish open and honest communication and a forum for idea exchange.
10. Foster creativity and independence. Help build self-confidence and offer encouragement.
11. Provide honest and timely feedback to your mentee.
12. Provide opportunities for the mentee to talk about concerns and ask questions.
13. Above all, always LISTEN.

Mentor DON'Ts

1. Don't try to give advice on everything.
2. Don't encourage mentee to be totally dependent upon you.
3. Don't provide your personal history, problems, animosities, successes, failures, etc., unless they are constructive contributions.
4. Don't be too busy when the mentee needs your friendship or your support. If you do not have time, give the mentee a heads up, so that they know when they can reach you.

5. Don't criticize. The mentee may do things differently than you suggest, and that's OK.