

Roles and Responsibilities for Mentees

Be Proactive

- Take the initiative in your mentoring relationship
- Bring energy to your mentoring relationship
- Assume responsibility for defining your mentoring goals
- Assume responsibility for developing your mentoring action plan

Be Respectful

- Be sensitive to your mentor's schedule
- Arrive promptly for all appointments
- Show interest in your mentor's professional life
- Develop mutual trust and respect with your mentor
- Openly show appreciation and gratitude
- Follow through on your commitments
- Keep all discussions confidential

Be Realistic

- Formulate your expectations according to what your mentor is in a position to provide
- Realize that one person cannot be a mentor in all areas that you may need

Be Curious

- Display an eagerness to learn from your mentor
- Be open to new ideas and possibilities provided by your mentor
- Be willing to change your behavior and perspective as needed

Focus on Becoming a Better Communicator

- Communicate your goals, ideas, and concerns clearly
- Seek feedback from your mentor
- Be a good listener
- Try not to be overly sensitive to criticism
- Provide feedback to your mentor, even if not requested
- Do not be afraid to voice your opinion
- Take the initiative to resolve any misunderstandings

Roles and Responsibilities for Mentors

Be a Supporter:

- Demonstrate compassion
- Show your mentee that you value them as a person
- Serve as an empathetic sounding board for your mentee's ideas and concerns
- Offer non-judgmental responses to help explain emotional states
- Pay attention to issues of sexual harassment or discrimination of any type
- Establish an environment for open interaction and reflection
- Keep all discussions confidential

Be a Cheerleader:

- Provide enthusiastic support for your mentee's efforts
- Display an upbeat attitude to uplift your mentee's attitude
- Demonstrate confidence in your mentee
- Express belief that your mentee can move beyond their current obstacles
- Celebrate your mentee's successes

Be a Role Model:

- Lead by example
- Demonstrate successful professional behavior
- Show respect for all views, even when you disagree with them
- Serve as an example of how to treat others
- Do not be afraid to admit your mistakes or your lack of knowledge
- Follow through on your commitments
- Do not use your mentee to further your own goals
- Be secure in your status so as not to be threatened by your mentee's successes

Be a Facilitator:

- Help your mentee develop an action plan to achieve the mutually agreed upon goals
- Help your mentee evaluate their progress
- Help your mentee identify resources to help them reach their goals
- Pay attention to your mentee's need for direction, refocus, or change

Focus on Becoming a Better Communicator:

- Practice active listening techniques
- Focus on what your mentee is saying in order to summarize what was said
- Pay special attention to understanding what your mentee is actually saying
- Allow mentee time to explain the situation completely before offering advice
- Asks your mentee relevant questions to gather additional information
- Listen to your mentee's concerns and respond appropriately
- Be alert to your mentee's nonverbal cues