

## Best Practices for Mentees

### **Mentee and mentor co-create the relationship.**

Consider setting an agenda (list of topics you want to talk about) for your check-in's to stay on track and get all of your questions answered. Always ask at the end of each meeting "when should we meet next?" so that you can get a date and time on the calendar for the both of you.

Mentors want you to ask thoughtful questions. Be sure that you are keeping both your goals and your mentor's in mind during each meeting. Working toward and achieving those goals together is critical to the success of the mentorship relationship.

**Be gracious.** The best way to show how thankful, you are for your mentor's time is to respect it. Arrive on time for all of your check-in's and respond to any type of communication agreed on. Be sure to send a regular follow-up thank you emails or text. Your mentor will appreciate it.

**Circle back and follow up.** As with any business connection, always follow up and this includes following up with your mentor. For example, let your mentor know what resulted from your last conversation with them and how their advice worked out, and thank them for their advice and or recommendation.

**Avoid being negative.** Your time with your mentor should be spent setting up goals, sharing problems, problem solving and receiving their advice and feedback on a certain topics you are tackling. Try to stay open-minded when discussing a difficult co-worker or situation so you can learn from your mentor's perspective and focus on a resolution.

### **For your first conversation, it is important to be prepared and ready to engage!**

**Reflect on your expectations and goals.** What do you want to get out of this first meeting? What are your goals for meeting with your mentor? What do you need and expect out of your mentor?

**Come with questions.** Write a list of questions you would like to ask. More than likely, the conversation will be informal and flow naturally, but having those questions ready will help you stay on track and help guide the conversation.

**Express your intentions.** Open your conversation with your mentor with "today I would like to accomplish..." and list 2-3 items you want to be sure to cover and if you only get through one of them, that is ok too. This is a good way to start every meeting with your mentor.

**Have a good time.** Relax and enjoy yourself. Your mentor has volunteered their time because they want to get to know you and help you reach your goals!