



MENTOR/MENTEE GUIDELINES

"Every kid is ONE caring adult away from being a success story."

Do you know what you can expect from your mentor?

- A mentor can share with their mentee information about their own career path, provide guidance, motivation, emotional support, and role modeling. A mentor may help with exploring careers, setting goals, developing contacts, and identifying resources.
- Having a mentor can improve your future success and grow your professional knowledge. Every mentor experience helps, even if you change your career direction down the road. As a participant, you can:
 - **Gain** from your mentor's knowledge, skills, values, experience, and expertise.
 - **Grow your awareness** of both potential obstacles and opportunities.
 - **Receive feedback** in key areas such as communications, interpersonal relationships, technical abilities, and leadership skills.
 - **Increase clarity** of what is needed to grow both personally and professionally.
 - **Learn** specific skills that help you reach your goals.
- Mentors can provide support, guidance, and opportunities to help youth succeed in life and meet their goals. Mentors are trusted guides helping young people make positive decisions, form their own values, and realize their potential.
- Mentors create relationships based on **mutual respect**.

How can you be a good mentee to your mentor?

- You will be expected to drive the relationship and take increasing responsibility for your own self-reflection and development. You will be encouraged to share your goals, challenges, and set priorities.

Some best practices/expectations for you:

- Take the initiative in the relationship. Invite your mentor to meet with you, suggest topics to discuss, ask for what you need. Use email, phone, and time in person (with parent supervision/consent).
- Bring questions, confusions, concerns, and problems to your mentor, but also bring successes, alternatives, and ideas.
- Meet as often as suggested (our program requires a minimum of once a week). Scheduling in advance, spontaneity, or a combination is all fine—as long as they work with you both.
- Be clear about what you need, and if an activity or suggestion just isn't of interest, say so. Stick with teaching/learning, academic/community, and work-life balance issues that are true of interest to you.

MENTOR/MENTEE GUIDELINES (CONTINUED)

Some best practices/expectations for you (continued):

- Don't expect your mentor to know everything or be able to help in every situation. But do check with your mentor early on when you need help.
- Ask for information and, if appropriate, advice. Understand that any advice is not the last word, and may not be right for you. The more important a concern, the more important to weigh advice carefully and get second and third opinions.
- Elicit a mentor's help in developing other informal supportive relationships, or networking. Ask them why networking now for you is important!
- Be honest about any minor concerns regarding the mentoring relationship. If things are just not working, let Sari Chaparro know and we will discuss options with you

QUESTIONS TO ASK YOUR MENTOR

- What's the best advice you can give to help plan a career rather than simply work to keep a job?
- How do you encourage innovative ideas?
- How would you describe your personal style?
- Do you have a mentor?
- What do you do to increase or gain new skills?
- Some things you might discuss with your mentor:

Common topics mentees seek to work on with their **mentors** often include communication skills, leadership skills, networking, work/life balance, learning organizational culture and management skill.

MENTOR STRUCTURE

To participate in mentorship, YOU MUST COMPLETE THE MENTEE COMMITMENT FORM. If you do not complete the form, you will not be assigned a mentor.

Once the form is completed, your mentor will contact you via email once they are assigned to you.

- Your mentor will schedule a meeting once a week while you are in the Kollab workforce development program.
- Your sessions may last from 15 minutes to 30 minutes
- Your mentor can assist you with someone that is in the field you are interested in if they are not that person. In fact, if they're from a different department or function, they can be more objective in listening to your plans and helping you.

You may want to keep in contact with your mentor after your Kollab program session has concluded.

Can you opt-out of mentorship? YES. Please contact Sari Chaparro immediately if you wish to do so.

For any questions, concerns, or comments, contact Sari Chaparro: at schaparro@kollabyouth.org