



Being a Mentee

OBJECTIVE FOR MENTEES

To provide life-long learners the opportunity to engage leaders with different backgrounds, experience and perspectives to grow in both their personal and professional lives.

EXPECTATIONS FOR A MENTEE

- Research your mentor (LinkedIn, published articles, news / announcements, etc.) before the first meeting
- Communicate development goals
- Establish accountability
- Respect mentor's time
- Schedule all meetings and if something comes up cancel / reschedule quickly
- Be prepared with agenda / development goals
- Take action on information provided by mentor
- Be curious and listen to understand
- Accept help
- Take notes (e.g. keep a journal)
- Follow through on agreed-upon next steps
- Promote confidentiality
- Create a positive environment
- Communicate clearly
- Share your failures as well as your successes – be authentic
- Prepare specific goals for your relationship
- Demonstrate commitment to the relationship
- Show respect and suspend judgment
- Note any common ground as well as any differences
- Provide respectful feedback to your mentor
- Own and guide the conversation
- Participate in *The Transitions* Mentorship events (Q&A session, Orientation meeting, Happy Hours, etc.)

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BENEFITS TO THE MENTEE

- Improved performance and productivity
- Greater career satisfaction
- Enhanced career and networking potential
- Enhanced knowledge of technical and organizational aspects of industry
- Savings in time and money by utilizing internal resources
- Observe and interact with successful experts
- Receive personalized feedback and encouragement
- Acquire and improve their knowledge, skills, and abilities
- Save time by learning shortcuts and strategies that normally take years of trial and error to obtain

QUESTIONS TO ASK BEFORE THE FIRST CALL

- Do I want to be a mentee?
- What are the top five things I want to gain from a mentorship?
- Does the person I want as a mentor have a mentor or mentee?
- Does this person exhibit drive, curiosity, and a desire to learn?
- Do they possess strengths that match my weakness?
- What time commitment am I willing to invest?
- What are some real-life scenarios that I want to address with my mentor?
- Do I want someone who will push me or someone who is just prepared to listen and offer advice from time to time?
- Do I expect my mentor to help expand my personal / professional network?

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ADDITIONAL RESOURCES

- *The Transitions*: **Claire & Mark on ... Mentoring**
 - www.youtube.com/watch?v=xllBU8wyxZ4
- American College of Healthcare Executives: **Mentee Guide**
 - www.ache.org/-/media/ache/career-resource-center/mentee_guide.pdf
- Forbes: **40 Questions To Ask a Mentor**
 - www.forbes.com/sites/jomiller/2018/03/25/40-questions-to-ask-a-mentor
- TED.com: **The 5 types of mentors you need in your life**
 - <https://ideas.ted.com/the-5-types-of-mentors-you-need-in-your-life/>
- Harvard Business Review: **How to Build a Great Relationship with a Mentor**
 - <https://hbr.org/2020/01/how-to-build-a-great-relationship-with-a-mentor>
- US Chamber of Commerce Foundation: **Questions to Ask a Mentor/Tips for a Successful Mentoring Session**
 - www.uschamberfoundation.org/questions-ask-mentor-and-tips-successful-mentoring-session
- PayScale: **10 Questions Your Mentor Can't Wait to Answer!**
 - www.payscale.com/career-news/2019/11/10-questions-your-mentor-cant-wait-to-answer
- Mentoring Complete: **How to Prepare for your Meeting with your Mentor**
 - www.get.mentoringcomplete.com/blog/bid/88274/6-tips-for-mentorees-to-prepare-for-meetings-with-a-mentor
- eWF International: **10 Questions to Ask to Find a Good Mentor**
 - <https://ewfinternational.com/how-find-good-mentor/>

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