

Tips for Mentees

Developing rapport with your mentor:

- **Develop a biography:** Develop a personal biography (less than one page) to share. Be creative. Don't limit it to professional or academic experiences.
- **Craft your elevator speech . . . with a twist:** Craft a 10-second elevator speech to describe your mentor; gain insight from how you describe each other.
- **Share resources:** Ask your mentor to share resources regarding topics that are of mutual interest, or topics that could help your mentor better understand your interests or professional goals. Discuss your findings from these resources and why they are interesting and useful.
- **What do you like to do for fun?** What personal hobbies and interests, apart from professional and academic interests, might help your mentor better understand who you are outside the mentorship?
- **Other questions to help establish rapport:**
 1. What gives you the greatest sense of job satisfaction?
 2. What do you see as your major strengths?
 3. What areas would you like to focus on for improvement?
 4. What area of responsibility do you find most frustrating.
 5. What helps you most in your work?
 6. What hinders you from achieving your goals?
 7. Are you happy in your present job? Why or why not?
 8. What do you like to do and do well? What do you like to do but don't do well? What don't you like to do but do well? What don't you like to do and don't do well?

Be receptive and open to accepting help:

- Share and reflect on personal and professional information to build trust.
- Honor commitments by meeting when agreed.
- Agree on what will be discussed in the next meeting. Decide if there are specific topics or themes you would like to focus on at different meetings.
- Review and discuss progress, roadblocks, or other developments. Request assistance and act on recommendations.
- Seek and honor honest feedback.

Take responsibility:

- Identify your goals and expectations of the mentoring relationship.
- What does confidentiality mean to you? What topics are off-limits for discussion?
- Follow up on action items from previous meetings.
- Assume ownership of decisions about your career direction.
- Take responsibility for acting to advance toward career goals and objectives.
- Readily supply the energy to propel the mentoring partnership.

Maintain a growth orientation:

- Develop a solid agenda for advancing from where you are now to a desired future.
- Seek lessons from developmental experiences even when not entirely successful.

Communicate expectations:

- Have a clear understanding of your expectations for your mentor, and clearly communicate those expectations.
- Stay flexible in changing expectations or plans.
- Create goals with milestones and deliverables.
- Inform your mentor about your preferred learning style.
- Be realistic about setting timelines.

Work together:

- Understand that your mentor will not have all the answers.
- Accept constructive feedback.
- Communicate with your mentor if something in the mentorship is not working. Refer to the Mentorship Agreement where possible.
- Be open and supportive in providing feedback with your mentor throughout the program. Additionally, your feedback to the Program Manager on how the PBK Mentorship Program is working for you is crucial for us to meet your needs and improve the program for future cohorts.
- Set time aside for self-reflection.
- Evaluate progress.
- Be consistent and reliable.
- Provide your mentor with updates after the mentoring is completed.
- Celebrate success.

Adapted from [SHRM Mentoring Program Toolkit](#)