



# EACE Mentor Network's Guide for Mentees: Mid-Career Professionals

Prior to the first interaction with your mentee, check out these tips to help guide your conversations and ensure each of you (both mentor and mentee) have a meaningful experience!

## 1. Identify Needs

*As a mid-career professional in your field, why are you seeking a mentor?*

- To find contacts in a new field
- To grow professionally through the advice of other professionals
- To explore a career change/transition into a new area within Career Services or HR
- To discuss opportunities to develop leadership and/or management skills
- To trace a path for career advancement

## 2. Identify Professionals to Engage

*Depending on your goals for seeking a mentor, start looking at the EACE Mentor Network to see the roster of professionals available to serve as mentors! You might consider some of the following questions:*

- Do I want to connect to a peer mentor (similar years of experience and work area) to compare notes, and gain a collaborator and friend?
- Do I want to connect to more senior mentors in different work areas to explore other career services and HR concentrations that I might be interested in?
- Do I want to connect with someone who has a completely different job function than I have now?
- Do I want to connect to a mentor who is local, so we can meet up and forge a friendship?

## 3. Prepare to Be a Model Mentee

*Being in a mentoring relationship is a big responsibility, and the mentee usually drives the relationship. In order to ensure success, it's critical to understand your goals and know how to communicate them with your mentor. Below are some tips for success on how to be a great mentee:*

- Outreach to your mentor to set-up the first meeting and discuss how often to meet, meeting topics to discuss, and send invites for meetings.
- Be open to the perspective and suggestions from your mentor.

- Ask honest questions, and drive the frequency and tone of the relationship.
- Take action on what is learned through the sessions.
- Take responsibility for your own growth through this process.
- Reschedule as infrequently as possible and provide lots of advance notice when it's feasible to do so
- Always come prepared to meetings with an agenda/topics of discussion. Topics can include:
  - Background/Identities
  - Strategic Planning
  - Career Goals
  - Passions/Hobbies
  - Industry Trends
  - Workplace Challenges
  - Additional Learning and Education
  - Work-life Balance
  - Career Advancement
  - Leadership Development
  - Job Search

## 4. Tips for Successful Meetings with Your Mentor

*With your mentor, work through the questions below in the first few meetings for optimal success in the relationship:*

- Be respectful of your mentor's time. Try to avoid rescheduling whenever possible and always come prepared to meetings with an agenda of conversation topics, questions, etc.
- Show gratitude to your mentor and be an active listener.
- Be open to your mentor's perspective and develop trust.
- Understand that mentoring relationships have different dynamics, depending on the needs and goals of the mentor and mentee. For example, if you were seeking a mentor for networking, for your first professional job search, for a career transition, etc., and you accomplished that goal, it is helpful to determine whether the mentoring relationship will be short-term or long-term. At a certain point, connect on whether the relationship will be ongoing in the future.

Resource for more information: <https://www.insala.com/blog/how-to-be-a-good-mentee>