



# EACE Mentor Network's Guide for Mentees: New 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 new professional in your field, why do you want to seek a mentor?*

- To find contacts in a new field
- To grow professionally through the advice of other professionals
- To find friends in a new field
- 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 start learning about other career services and HR concentrations that I might be interested in down the road?
- 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. You have to make sure that you understand your goals and know how to communicate them with your mentor, so you can both be successful. 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.
- Possible topics of discussion may include: Background/Identities
  - Career Goals
  - Passions/Hobbies
  - Industry Trends
  - Workplace Challenges
  - Additional Learning and Education
  - Work-life Balance
  - Advancement
  - 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:*

- What are you both seeking from a mentoring relationship?
- What expertise does the mentor have that you, as a mentee, hope will be imparted?
- Do you both want to keep this relationship strictly professional, or are you comfortable speaking about personal lives, as well?
- What means of communication would we like to use? How often would we like to communicate and for what purposes?
- Do you both see this as a short-term or long-term relationship? It is important to set this expectation early on.
- How will we keep track of goals and progress?
- How will you both know when it's time to end the formal relationship?

## 5. Tips for Continuing the Mentoring Relationship

*Come prepared to meetings with an agenda of conversation topics, questions, etc. Consider:*

- 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 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.