

# MENTOR & MENTEE BEST PRACTICES

---

Mentoring is a relationship that utilizes formal or informal processes where a mentor provides intentional guidance, motivation, and encouragement. Mentors share their knowledge, skills, experiences, and perspectives to empower the mentee in the advancement of specific goals that improve their lives and careers. Mentorship allows both mentor and mentee to build networks of resources, develop best practices, and sustain connections for lifelong learning. Mentors have the potential to have a significant impact on the direction and success of a mentee's career progression.

To ensure a strong beneficial relationship **mentors** should keep these practices in mind:

**1. Be open and transparent.**

Be honest and candid about your abilities and experiences. Be honest about your availability if you are unable to support an extended relationship.

**2. Be attentive and available.**

Be available and provide complete attention when meeting with mentees.

**3. Be insightful and thoughtful.**

Ask strategic and thought-provoking questions to help mentees identify goals or obstacles. Provide objective and constructive, goal-oriented feedback and guidance.

**4. Be intentional.**

Actively and intentionally engage in meaningful conversations. Encourage mentees to practice self-reflection and self-development.

**5. Be empathetic and patient.**

Be understanding and patient in supporting the mentees' needs.

**6. Inspire confidence.**

Empower mentees to be problem solvers and to take initiative in moving toward goals.

**7. Demonstrate cultural awareness and sensitivity.**

Recognize and respect differences in perspective or identity and how the intersectionality and power dynamics based on these identities might impact the mentee's experience.

**8. Be knowledgeable of the mentee's job role and responsibilities.**

Knowledge of the mentee's job responsibilities can help to identify applicable skills and align improvement efforts to those areas that are relevant to job success.

**9. Be aware of the mentee's performance expectations.**

Knowledge of the mentee's performance expectations can help relate those skills to transferrable skills needed to advance and improve their chances of goal achievement.

**10. Avoid offering immediate solutions for your mentee's challenges.**

Instead offer insight and guidance to help them formulate their own resolution. Use open-ended questions to guide the mentee to a potential solution.

**11. Admit your limitations if, or when, they occur.**

Understand and acknowledge when the subject is beyond your expertise. Guide the mentee to someone more knowledgeable who can help, them through the issue. Communicate when you believe that you can no longer support, or of be of value to the mentee's progress.

# MENTEE & MENTOR BEST PRACTICES

---

Mentoring is a short term or long-term relationship entailing formal or informal processes whereby a mentor provides intentional guidance, motivation, and encouragement. Mentors also share knowledge, experiences, and perspectives to empower the mentee in the advancement of specific goals that improve their lives and careers. Mentorship allows both mentor and mentee to build a personal network of resources, develop best practices, and sustain connections for lifelong learning.

To ensure a strong, beneficial relationship, **mentees** should keep these practices in mind:

**1. Be respectful of the mentor's time and availability.**

You have selected your mentor because of their professional expertise. Be mindful when that expertise is called to service of the organization. Don't take it personally if conversations have to be rescheduled. Your consideration of your mentor's obligations will go a long way.

**2. Be open, honest, and transparent.**

Be open and honest in all conversations with your mentor. Be honest with yourself, your current expertise, and your limitations.

**3. Take responsibility.**

Take the lead keeping in regular contact and ensure that you are prepared to discuss your current progress and personal expectations. Take ownership of the progress and the efforts required to achieve your goals.

**4. Be receptive to feedback, whether positive or negative.**

Growth is sometimes painful. Understand that not every attempt will yield success, but it will yield personal experience. Lean in to difficult feedback without taking it personally.

**5. Know your expectations for the relationship.**

Acknowledge the skills you would like to enhance and develop your plan for growth, and the level of expertise that you are expecting to achieve.

**6. Be well versed in your job position's roles and responsibilities.**

Be well informed of your job responsibilities and the skills necessary to produce positive results for those areas. Understand the secondary skills that complement the larger skillsets of success.

**7. Be knowledgeable of your performance expectations.**

Know the performance expectations for your role. Identify areas of strengths and areas that need improvement. Adapt a development plan to address each area.

**8. Seek out mentoring opportunities from those of different cultures and ethnicities.**

Recognize the value of different perspectives and the challenges they have faced in their professional career. Seek new insight to the benefits of a diverse mindset and the impact that it can have on organizations.

**9. Be open to sharing your own success, as a mentee, to your peers.**

Sometimes the best experience you can achieve as a mentee is to help a peer, professionally. Pay it forward with your peers, but also be respectful of any personal information shared, in confidence, from your mentor.