



Getting Ready to be Mentored – A Guide for Mentees

Having the opportunity to be matched with a mentor is a great way to network with professionals, learn more about a particular industry and get guidance in the process of working toward obtaining your personal and professional goals.

EACE Mentor Program Goals

- Provide members with opportunities for professional development, networking, and information/idea exchange with professionals in the field.
- Foster a culture of professional exchange and benchmarking.
- Establish partnerships between members to facilitate career exploration and career coaching opportunities.

Mentor Defined

A mentor is a more experienced individual who helps and guides another individual's development. Mentoring is a developmental partnership through which the mentor shares knowledge, skills, information, and perspective to foster the personal and professional growth of the mentee.

Role of the Mentor

A member that has a desire to serve as an educator, motivator, coach, and role model for other members. A mentor should be willing to educate, guide, motivate, act as a role model, and coach.

Role of the Mentee

A mentee seeks out their mentor's advice, knowledge, and experiences to further their own professional development. A mentee should be willing to actively engage with their mentor; accept advice and coaching from their mentor; candidly discuss their career aspirations and goals; discuss misconceptions about the field they intend to enter; and discuss other personal questions related to a profession.

Below are few tips that will assist you with getting the most out of your experience being a mentored.

1. Create goals focused on what you would like to get out the mentorship process

This is a learning opportunity for you to explore more about a particular industry and/or position. Create mentorship goals that can lead the conversations and keep you on task with achieving your goals.

Mentorship goals can include the following topics:

- Identifying new professional organizations to get involved in
- Honing in on and further developing skills needed for an industry
- Ways to transition into a new career
- Identify organizations in various industries
- Professional Certifications and/or continuing your education

2. Keep a learning journal

Journaling is a way for you to keep record of conversations and track ideas to better assist with achieving your goals.

3. Plan Ahead

To experience a successful mentor/mentee relationship, dedicate time to the mentoring process. Take into account signature events held at work and in your personal life and plan accordingly to avoid any conflicts.

4. Meeting Times and Place

During your first meeting, it is suggested to set expectations for your relationship, to include meeting frequency and method. Meetings can be held in-person, virtually or by phone.

**If you agree to meet in-person, EACE does not reimburse for travel costs.*

5. Update your LinkedIn profile

Before your meeting, your mentor may view your LinkedIn profile to learn more about you, so be sure it's up to date. Similarly, view your mentor's profile as this is a great way to see what additional advice they can provide you based on their experience.

6. Be open minded

As you listen and receive advice and feedback, remember to be open minded as they will giving you advice from a different perspective and it may not align with what you were expecting.

7. Ask for a Recommendation

If you have built a rapport with your mentor and are in the process of applying for a new position, you may choose to ask them to serve as a reference. At the end of the mentoring process, you may also choose to ask your mentor to serve as a reference for you in the future.

**If a position is open in your mentor's organization, they may inform you and put it a good word for you, but you should not ask for job while being mentored, as this can deaden the mentorship.*

For any additional advice, questions, or comments please feel free to email Mentoring Committee Co-Chair, Josh Domitrovich at jdomitrovich@clarion.edu.