



## Getting Ready to Be a Mentor – A Guide for Mentors

Serving as a mentor is a great way to network with professionals, share your career trajectory with fellow EACE members and provide them with guidance as they work toward achieving their personal and professional development 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 a few tips that will assist you with providing the most rewarding experience for both you and your mentee.

#### **1. Sharing your Experience**

Please share your stories about your career path along with strategies that may or may not have worked for you along the way. Encourage your mentee to come to the table prepared with questions, so you may better guide them with their professional development.

#### **2. Setting Goals and Expectations**

You and your mentee should set goals and expectations for one another to ensure there will be an exchange of learning that leans toward development, throughout the one year program. You should feel comfortable setting professional development tasks to guide the development process of your mentee. Such tasks can include researching a company, becoming familiar with additional professional organizations, self-reflection questions, scheduling information sessions, etc.

#### **3. Giving Feedback**

Your mentee should be open to receiving feedback, as it is a part of the mentoring process. It is important that when providing feedback, you are speaking in a positive manner along with offering alternative suggestions.

#### **4. 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.

#### **5. 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.*

#### **6. Update your LinkedIn profile**

Before your meeting, your mentee may view your LinkedIn profile to learn more about you, so be sure it's up to date. Similarly, view your mentee's profile as this is a great way to see what additional advice you can provide having a better understanding of their background and experience.

#### **7. Recommending your Mentee for Future Opportunities**

As a mentor you are not obligated to recommend your mentee for a job at your organization. If an opportunity should arise and you feel your mentee is qualified, your recommendation or reference will be at your own discretion. You can offer to serve as a reference for your mentee should you feel comfortable doing so.

For any additional advice, questions, or comments please feel free to email the Mentoring Committee Chair, Josh Domitrovich at [jdomitrovich@clarion.edu](mailto:jdomitrovich@clarion.edu).