



## 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 Professional Connections Committee Co-Chair, Dawn Lazar at [dmlazar@cenlar.com](mailto:dmlazar@cenlar.com).