

Mentee Tips and Advice

- Own the introduction. During your first meeting, take the initiative to introduce yourself, who you are, and why you are interested in mentorship. Show your mentor that you are invested in the relationship and that you appreciate their valuable time.
- Ask about their professional background; compliment and authentically acknowledge the wins of their professional journey – these actions will go a long way.
- Actively listen and pay attention.
- Share your hopes, goals, and fears. It's OK to be vulnerable. Be honest with your mentor; it helps them to understand you.
- Ask questions. Clarify. Mentors can't read minds and they don't know what you want, need, or seek.
- Your mentor cannot help with everything. The mentor's primary role is not to get you a job or internship. They help guide and develop you professionally.
- Follow up and stay engaged with your mentor. Share updates from previous conversations or developments. Send a Thank You note to acknowledge them for their contributions. Be creative.
- Share new information, knowledge, relevant content (LinkedIn), or connections.
- Mentoring relationships are learning experiences for both the mentee and the mentor.
- Find value in all connections even if mentorship doesn't initially feel like a good match. (It takes time for relationships to develop and for people to open up and get comfortable with one another).

If the mentor becomes unresponsive, and you have tried to connect multiple times, send a last email. Maintain an upbeat tone, and express that you understand that commitments can pile up. Express that you'd like to stay connected, thank them for the mentoring they have given, and wish them luck in their endeavors.

Again, this applies only if you have made multiple attempts to connect and your mentor is unresponsive. Contact the Program Director Vladimir at v-fernandez1@neiu.edu if you have any concerns.

Essential Elements for Effective Mentorship Conversations

Essential First Conversation Elements	Mentors	Mentees
Be Prepared	Learn what you can about your mentee before the first meeting.	Learn everything you can about your mentor before the first meeting. Come prepared with questions you would like to ask.
Discuss Mentorship Overall	Discuss your own experiences with mentorship. What has been helpful or unhelpful?	Actively listen. Ask questions.
Identify Mentees Needs	Actively listen. Ask questions.	Discuss where you are now, where you hope to be, and how the mentorship can help.
Collaborate to identify Goals and Activities	Discuss what you can and cannot help with. How will you be accountable?	Discuss what you <i>hope</i> to gain through this mentorship. How will you be accountable?
Seek agreement on responsibilities	"I will do_____."	"I agree to _____."
Set timelines	"Let's work on this for 3 weeks, then determine if we should continue or work on something else."	"Let's work on this for 3 weeks, then determine if we should continue or work on something else."
Determine meeting availabilities and who will set the meeting	Provide days and times that you are available.	"I will be responsible for finding dates and times that fit your schedule."
Agree to open communication	"Please tell me if you feel this mentorship isn't helping, or the advice is not a fit. Both of our time is valuable."	"I will tell you if the mentorship is not helpful, or the advice is not a fit. I understand that both of our time is valuable."