

Mastering Mentorship

As a mentee, the success of the mentoring relationship depends on you.

Mentoring Manager Program
Guide for Mentees

What is Mentoring?

ONE DEFINITION

"Mentorship is a professional, working alliance in which individuals work together over time to support the personal and professional growth, development, and success of the relational partners through the provision of career and psychosocial support."

Adapted by, National Academies of Science Medicine, 2019 Effective mentoring in STEMM

Program Expectations

Mentee

1. Expected to initiate/schedule at least monthly meetings with mentor
2. Prepare questions, agenda topics to discuss with mentor
1. Provide areas of interest or goals to mentor
3. Review MMP toolkit and resources on website
4. Attend MMP events (listed under “Schedule” on website)
5. Complete a mentee evaluation survey at the end of the program
6. Adhere to Northwestern University [Values and Behaviors](#) and [Standards for Business Conduct](#).

10 Tips for Mentees

- **Initiate.** In order to sustain the mentoring relationship, take the initiative to ask your mentor a question, to let him or her know your educational and professional interests and objectives, and to ask about his/her own experiences.
- **2) Honor your commitment.** Your mentor probably has a very demanding job. He or she has volunteered to take on the added responsibility of mentoring. Please be appreciative of your mentor's time and investment; respond in a timely manner to your mentor's questions and comments. If you don't have the time to respond at length, send a short message letting this person know you will be in contact when you have the opportunity.
- **3) Help Your Mentor Help You.** Tell your mentor how she/he can be most helpful to you.
- **4) Expect Support, Not Miracles.** You can expect a certain level of support and advice from a mentor, but he or she can't solve your problems for you. Perhaps the most valuable quality a mentor can offer is an alternative point of view. A mentor can put the situation in perspective, offer feedback, serve as a sounding board, and identify others whose brain you might pick or activities you can engage in or small ways you can position your work to meet your goals as well as resources that may be helpful to you.
- **5) Communicate clearly.** Initiate contact with your mentor if you have questions or would like to discuss something. Identify your needs and communicate them as clearly as possible to your mentor. It may be helpful to put some focused energy into organizing your thoughts and concerns before talking to your mentor, so that the time is spent wisely.

10 Tips Continues...

- 6) **Be Teachable.** Be willing to learn new things, obtain another perspective, and be responsive to suggestions and constructive criticism.
- 7) **Keep Up Your End.** Work hard at being a good mentee.
- 8) **Follow Through.** When you decide to act on your mentor's suggestions, act in a timely manner and then report back to him/her.
- 9) **Look ahead at your calendar.** Are there any days you know that you'll be offline or ultra-busy? If so...let the other person know, so that if s/he doesn't hear from you, she knows it's because you're away or you're swamped.
- 10) **Correct Misunderstanding When They Happen.** Get in touch with your mentor before a concern becomes a problem.

First Meeting and Possible Questions

It might be a good idea to write some open-ended questions (questions that can't be answered with a yes or no answer). Below are some topics and question suggestions that might help start the conversation:

Career

- What have you done to develop your career?
- Who had the most significant impact on your choosing this career?
- What are the things you find personally rewarding in your career?
- What does a day in the life of you, look like?

Networking

- Who helped you to get into this field through networking or otherwise?
- What professional associations or organizations are useful to belong to in this field?
- What terminology or ideas should I remember when I am applying for a job in this field?
- What do you know about this area that I don't which would make the greatest difference?

Corporate Culture and Expectations

- What are the things you find frustrating or disappointing and how do you manage these?
- How do you balance home and work commitments?
- What's the most effective daily habit you possess?

“I am here to learn, and I am open to new ideas. I am responsible for my own life and for making my own development and career path happen.”

Unknown



Why Mentoring?

- Builds employee loyalty and helps with retention
 - Job satisfaction
 - Motivation to foster engagement
 - Connection to the organization
 - Development opportunities
- Signals investment in employee growth
- Facilitates succession planning
- Develops critical competencies
- Develops future leaders



Mentoring Best Practices

1. Learn about your mentor
2. Be flexible and open to new ideas
3. Review mentoring program expectations
4. Establish rapport and build trust
5. Be receptive to and provide honest feedback
6. Embrace strategic thinking
7. Adopt a long-term career perspective
8. Be creative and brave
9. Take the lead in setting goals
10. Listen conscientiously



Benefits of Mentoring

Learn and Appreciate

Ask for what you need

Enhance employee career development

Broaden organizational perspective

Build cross-functional partnerships

You can access the link to these resources by clicking on the circles.

Resources



Contact Us

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