

TAKE FLIGHT MENTORING PROGRAM: A GUIDE FOR MENTEES

SUMMARY:

Hawks 'Take Flight' offers a unique opportunity to get matched with a mentor and is a great way to learn about your industry of interest, network with professionals and obtain guidance on your career, personal and professional goals.

PROGRAM GOALS:

- Provide participants with an opportunity for professional growth, access to a network, and advice/information on career paths and industries
- Cultivate relationships amongst members and stakeholders in the RWU community to facilitate career management and growth for current undergraduate seniors

ROLE OF A MENTOR:

A mentor is someone that is willing to provide help and advice to a Roger Williams University Senior over a period of time with the goal of contributing to the mentee's professional and career development.

ROLE OF A MENTEE:

A mentee actively participates in a relationship with the mentor and seeks out information, knowledge and experiences that will be helpful to guide their professional and career development. A mentee is not a passive participant, but must remain active and accountable for facilitating the mentee/mentor relationship.

BENEFITS FOR THE MENTEE:

Mentorship is a personal developmental relationship that has many benefits for both participants. As a mentee, you will be able to:

1. Gain access to real-world advice, guidance and support
2. Grow your confidence
3. Build your knowledge-base and credibility
4. Develop your network and support system
5. Get an experienced opinion

MENTEE EXPECTATIONS:

As a mentee, I agree that I will communicate and present myself professionally, while being courteous/respectful in my interactions (in person, in writing, by phone, video chat or email) and will:

- Manage/monitor my digital identity content (including text, voice and picture). This includes ensuring that my voicemail messages and e-mail address are professional and make reasonable efforts to remove material professionals may deem inappropriate or unprofessional.
- Acknowledge calls, emails and invitations, and respond appropriately in a timely manner (within 24-48 hours).
- Attend all scheduled one-on-one interactions with other participants. I will provide two business days' notice for any cancellation, if possible.

PREPARING TO BE A MENTEE:

1. **SELF-REFLECT** – review your strengths and interests, understand your current goals, and be prepared to articulate what you are hoping to gain out of the mentor/mentee relationship.

2. **UPDATE YOUR MATERIALS** – update your online presence, e.g. LinkedIn profile, and your resume, so your mentor can learn more about you.
3. **CREATE A PLAN** – create goals for the relationship that you can share with your mentor and refine together, then discuss how frequently you would like to meet with your mentor, how long each meeting will last, and what modality will be used, e.g. Zoom, Skype, Phone, etc.
4. **DETERMINE YOUR NEXT STEPS** – craft a list of topics that you are interested in discussing with your mentor before or at the beginning of each meeting. As a mentee, you are responsible for moving the discussion forward - the role of the mentor is to provide advice and guidance and not to solve your problems or provide answers. After each meeting, develop action steps and be prepared to follow-up on your mentor's suggestions and guidance.

MENTEE TIPS:

See below for some suggestions on getting the most out of your mentor/mentee relationship adapted from NACE (2017).

1. **CREATE A JOURNAL** – start to keep track of your meetings and the content discussed in a notebook. Write about the advice or information you gleaned from your meetings and highlight action steps. Reflect on your conversations with your mentor by reviewing your notes later.
2. **DRAFT QUESTIONS** – use your journal to create a list of questions or ideas you would like to discuss in an upcoming meeting. Try not to ask simple questions that you can easily find on the internet. Remember that your mentor is there to provide insight and advice, so try to leverage this experience to guide what you would like to discuss.
3. **DEMONSTRATE GRATITUDE** – thank your mentor often. After you meet with your mentor, send an e-mail or quick note to express your 'thank you' and reflect some of what you learned through your conversation.
4. **STAY IN TOUCH** – try to check in with your mentor by providing an update, e.g. the book you looked into or the advice you took. You might also confirm your next meeting to make sure the dates/times still work with the mentor's schedule.
5. **REVALUATE YOUR GOALS** – make sure the mentor/mentee relationship is still working for both parties by reassessing this process with your mentor. Midway through your experience, take some time to check-in to ensure the experience is still valuable for both participants.
6. **BE RESPECTFUL** – your mentor is providing you with an opportunity for professional growth, access to a network, and advice/information on career paths and industries. As such, your mentor not there to solve your personal problems or find you a job. Through your interactions, keep this in mind and maintain a 'posture of learning,' by respecting the nature of the mentor/mentee relationship.
7. **SHOW ENTHUSIASM** – show your excitement and eagerness as you interact with your mentor. By demonstrating your curiosity, it can help you to develop a friendly and warm foundation and show you appreciate your mentor's time.
8. **COME IN FOR A LANDING** – understand when to end your formal mentoring relationship. At some point, you will need to move on from this formal experience. Try to summarize the mentoring experience in a thank you note to your mentor. Refer to your notes and write about all that you gained and learned.
9. **DEVELOP NEXT STEPS** – complete a self-reflection process, and ask 'where are you now in your career path?' Determine whether you would like to work with another mentor or consider becoming a mentor to someone else.

Sources:

NACE (2017). Being a Successful Mentee: A Guide for Career Services and URR Professionals. Retrieved from <https://www.naceweb.org/about-us/get-involved/serve/mentor-program/>
EACE (n.d.) A Guide for Mentees. Retrieved from <https://www.eace.org/mentor-program>