



Best Practices for Mentees

- 1. Know your goals**
 - Know your goals and articulate them to your mentor. By knowing your goals, you will be in control of the path you choose to take.
- 2. Choose the best mentor to meet your goals**
 - How do you know who to ask to serve as your mentor? Start with a clear understanding of your goals for a given mentoring relationship. Once you know your goals, look for experienced individuals who can help you meet some of those objectives, who are good listeners, and who are generous with their time.
- 3. Begin mentoring relationships by discussing mutual goals and expectations**
 - Discuss items like frequency of meetings, what communication mediums you will use, the mentee's goals and expectations and the mentor's as well.
- 4. Practice the highest standards of professionalism**
 - The core of mentoring is a commitment of trust and mutual respect between the mentee and the mentor. It is essential that the mentee and the mentor mutually agree that their discussions will be kept confidential. This will enable the mentee to try out preliminary ideas and directions before sharing in a wider venue.
- 5. Learn to accept and give feedback**
 - In a mentoring relationship, you will receive feedback and insight from a knowledgeable and caring colleague. But you need to be receptive to both kinds of feedback, positive and negative, and learn to accept feedback that's intended to improve your performance.
- 6. Recognize that your path is your responsibility**
 - The best mentors are there to challenge you by asking great questions. But remember that you, the mentee, own the mentoring relationship. Bring your energy, passion, vision and enthusiasm.
- 7. Practice good communication**
 - Remember that your mentor can't read your mind. Keep your mentor up to date on how things are going, provide feedback on how well a strategy or approach worked and try not to over-interpret a comment from your mentor.
- 8. Consider a periodic mentor checkup**
 - Mentoring relationships can benefit from a regular evaluation. As a mentee, you should evaluate whether this relationship is still helping you. You might need to make a change in your mentoring team to meet your changing professional needs.
- 9. Avoid burning bridges if it is time to move on**
 - Move on with care if your mentoring checkup reveals that you need a different mentor to move ahead with your professional development. Assigning blame or fault to your mentor is rarely a good strategy.
- 10. Enjoy the ride of a mentoring relationship with a trusted colleague**
 - Over time, you will change from being a mentee to being a mentor yourself. Those that once served as your mentors will become your trusted and valued colleagues. Treasure these relationships; find time to laugh together and learn from your mentor's wisdom, strength, and commitment to creating the future together.