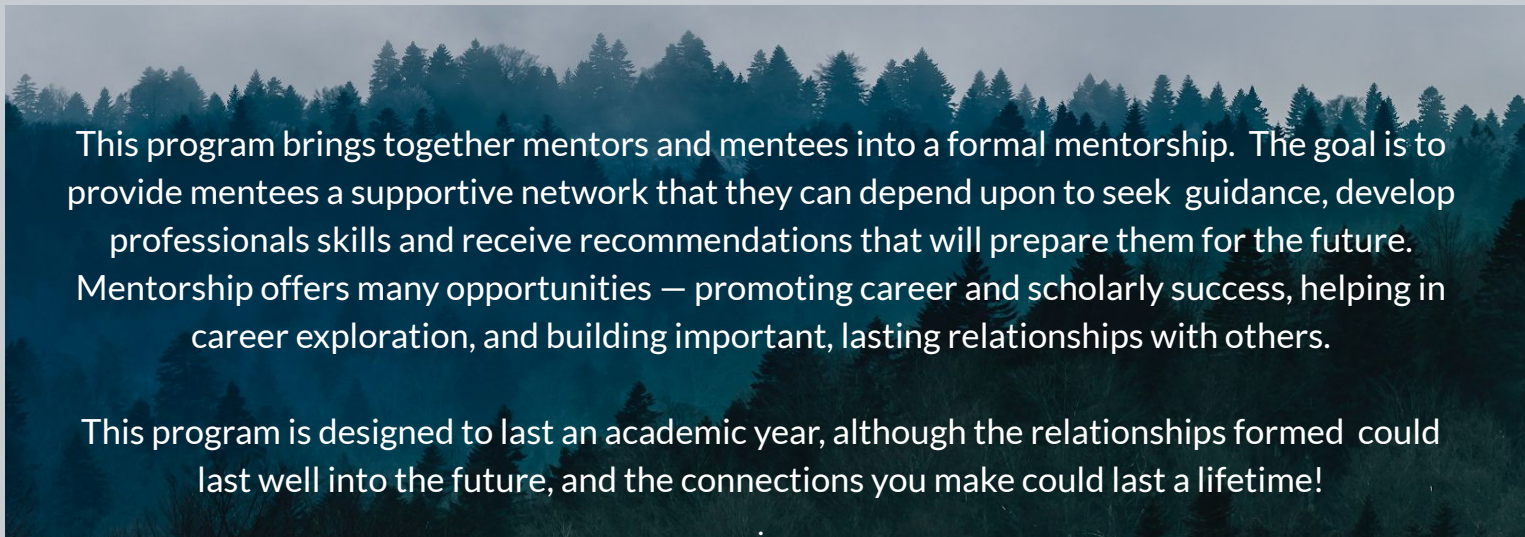


# MENTEE HANDBOOK





This program brings together mentors and mentees into a formal mentorship. The goal is to provide mentees a supportive network that they can depend upon to seek guidance, develop professional skills and receive recommendations that will prepare them for the future. Mentorship offers many opportunities — promoting career and scholarly success, helping in career exploration, and building important, lasting relationships with others.

This program is designed to last an academic year, although the relationships formed could last well into the future, and the connections you make could last a lifetime!

## MENTORING:

Mentoring consists of a long-term relationship focused on supporting the growth and development of the mentee.



## WHAT IS A MENTOR?

Your mentor is here to support you in your academic and professional development.

For many of you, this is probably the first time you've had a mentor. Not to fear! This guide will serve as a crash course in knowing what to expect and how to get the most out of your mentorship.

### A mentor is:

- **a trusted guide.** A mentor learns about mentee needs and shares how expanding mentee personal life experiences can help them thrive! Talk to your mentee about their interests and be honest about what you do and don't know.
- **a good listener.** Not everyone feels comfortable asking for help. Be attentive, relaxed and empathetic. As the relationship grows your mentee will feel comfortable coming to you.
- **someone who will encourage exploration.** Expand the mentee's community to help them learn from others. Mentors can introduce mentees to new people and new ways to think about short and long-term goals.
- **a helpful sounding board.** Mentors discuss challenges and how to apply solutions to continue momentum forward. Offer honest feedback and advice.
- **a force of positivity and optimism.** Mentees need someone on their team! Critically examine any negative conclusions or insights you might have and deliver that information in a constructive way.



## THIS PROGRAM WILL HELP MENTORS:

- Develop their communication and active listening skills
- Gain joy in sharing your knowledge and experience
- Build leadership skills by developing their ability to motivate, guide and encourage others -- this can help them become a better manager, employee, and team member!
- Achieve personal fulfillment through meaningful connection with the University
- Become familiar with the new generation entering the workforce.

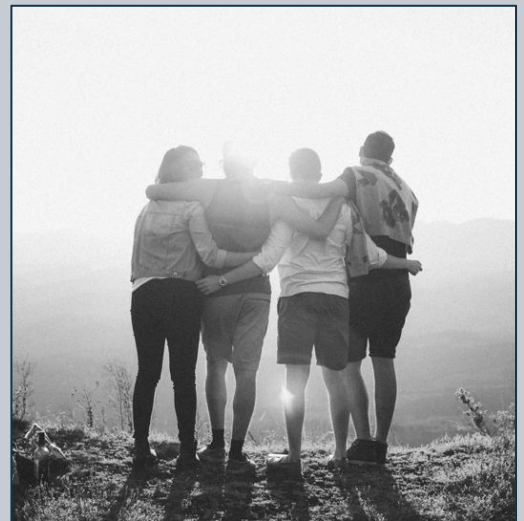
## THIS PROGRAM WILL HELP YOUR MENTEE:

- Develop communication, critical thinking, professionalism, and other skills important to their transition into the world of work and career exploration
- Learn how to accept and grow from feedback
- Get firsthand knowledge of a career industry or job
- Expand their professional network
- Gain an advocate who will encourage them to set and achieve goals

## GUIDELINES FOR SUCCESS

Although there is no rulebook for mentoring, there are certain guidelines that will build successful mentoring relationships. Here are some general reminders for participants:

- ✓ **Discuss Communication Modes.** Use the platform video, voice call, and messaging systems
- ✓ **Make Contact Frequently.** This is especially during the first few weeks to build a trusting relationship.
- ✓ **Follow up.** When you make a commitment follow through. Send a quick thank you after a meeting.
- ✓ **Be appreciative.** Everyone is busy and it takes real guts to open up to someone new!
- ✓ **Maintain confidentiality.** All discussions should be confidential in nature, unless the mentor agrees that you may bring up your conversation topics with other people. Of course if safety is a concern, always speak up.
- ✓ **Be professional.** Your language, response style, appearance and demeanor will all make an impression







# EFFECTIVE COMMUNICATION

Successful relationships, whether in our personal or professional lives, depend on effective communication. Both verbal and nonverbal communication is important for a healthy mentoring relationship.

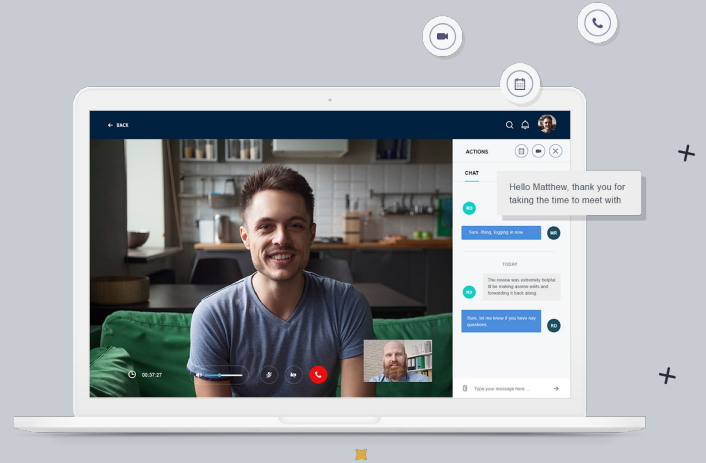
## VERBAL & WRITTEN COMMUNICATION

Strong verbal and written communication skills are essential in order to deliver and understand information quickly and accurately.

This is especially important in an online environment, when it can be harder to read body language and interpret non-verbal cues.

### Tips:

- Be professional, but not *too* professional - make sure your mentor gets to see you as a human
- Avoid technical and industry jargon - you could end up unintentionally alienating someone with unfamiliar with such specific terminology
- Proofread to check for spelling and grammar errors
- Keep paragraphs short and easy to read



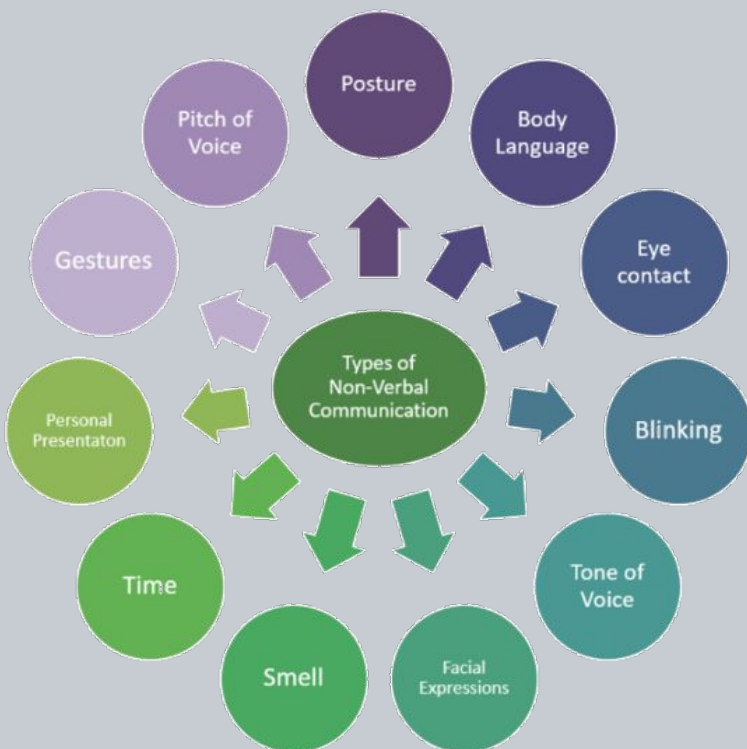
## NON-VERBAL COMMUNICATION

Every day we respond to thousands of nonverbal cues and behaviors! How we present ourselves reveals who we are and impact how we relate to those around us.

Sometimes the words don't matter - our gestures, tone of voice, and cadence of delivery can communicate something entirely different than what we intended.

### Tips:

- Have a neutral background in video calls
- Maintain eye contact with the camera on your phone or computer
- Try to maintain a positive tone
- Watch your pace of delivery - if you speak too quickly it can be hard to follow
- Don't underestimate the power of wait time. After you ask a question, wait up to 5 seconds before prompting a response



Source: [Types of Non-Verbal Communication Chart](#) By Bridget Higton



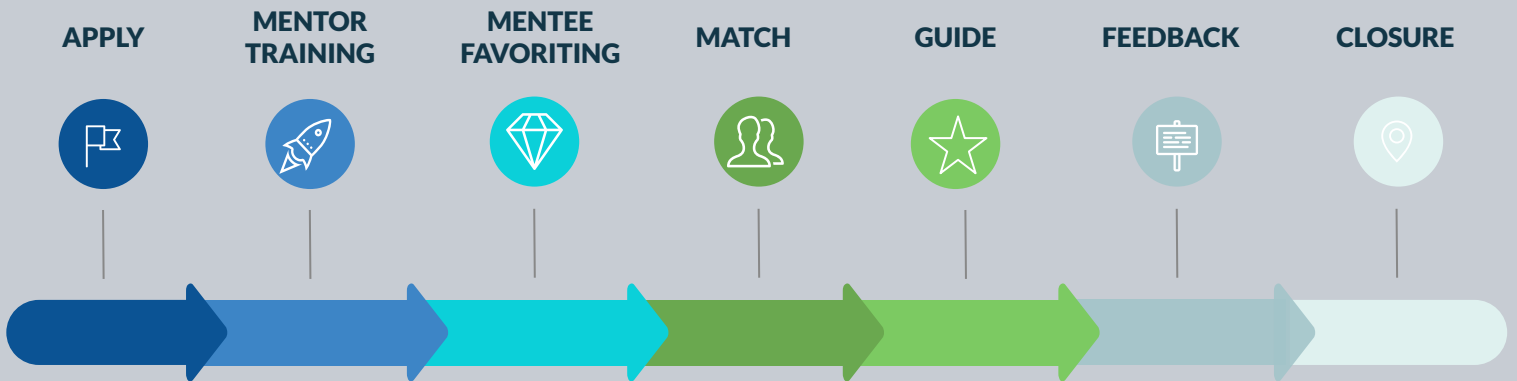
As a mentee, it's good to understand what's involved and how much of a time commitment is expected.

If you cannot commit to being actively involved, please reconsider participating in the program.

### **Mentee Expectations:**

- Communicate with my mentor at least once a month.
- Be professional and respectful.
- Actively listen during my sessions with your mentor.
- Set and achieve personal and professional goals.
- Notify the program manager if you feels at risk or need support in school or your personal life.

## **PROGRAM TIMELINE**





## HOW IT WORKS:

- The mentorship program spans the academic calendar year.
- Mentees are able to view mentor profiles and indicate up to 3 “favorite” mentors they wish to be paired with.
- Matching is conducted by a program admin using an algorithm that includes a variety of factors such as mentee selected favorites, industry interests, skills, and education background. These factors are vary by program and institutional preferences.
- As a mentee, you’re encouraged to initiate contact with your mentor and schedule the first meeting. Ideally, this would happen within the first two weeks.
- The program has resources specifically designed for you - helpful activities and handouts to assist with goal setting, suggested conversation topics, and reflection exercises.
- You’ll receive has a series of emails and notifications that will remind you of a new message, an upcoming meetings, or goal deadlines -- how convenient!
- You can message and video call directly through the platform. No need to exchange personal contact information.
- We recommend signing up for SMS notifications and syncing your calendar with the platform to make communication barriers easier.
- After the structured program concludes, feel free to continue connecting with your mentor through the platform or other communication channels if you wish to extend the relationship.





# HOW IT WORKS:

## ★ STEP 1: JOIN THE PROGRAM

## ★ STEP 2: FAVORITE UP TO 3 MENTORS

## ★ STEP 3: GET MATCHED!

## ★ STEP 4: CONNECT & COMMUNICATE

## ★ STEP 5: LEAVE FEEDBACK