



# Division-Wide Mentoring Program

## Mentor Expectations

- Agree up front on the expectations of time commitment, deliverables, and length of commitment.
- Keep in contact with your mentee often throughout the mentoring cycle.
- Bring up the mentee's future plans and goals. Ask questions to understand how you can help your mentee get there.
- Listen during mentor meetings, and avoid distractions. Make time for effective listening and brainstorming.
- Balance advice with freedom. Understand that a mentee may not take all of your advice.
- Maintain confidentiality and trust.
- Do your best to introduce your mentee to your professional circle.
- Review the success of the mentoring relationship at the end of the cycle—don't be afraid to end the mentorship if it is not proving beneficial. The end of the first mentoring cycle is a great time to part ways in a sensitive manner.

## Questions to Start: Define Your Mentorship

- What are your expectations of this mentoring relationship?
- How can your mentee and you best benefit each other in this relationship?
- What are your joint goals for this mentorship?
- How can your working styles complement each other in this process?
- How will you both measure the success of this mentorship?
- Articulate best communication method, frequency of meetings, and logistics of mentorship.
- Decide on short and long term goals, and if there will be any deliverables from this mentorship.