

Mentee Cheat Sheet

Meeting Your Mentor/Introductions

- If your mentor does not reach out to you, reach out to them to schedule a time to meet to:
 - Share your goals and expectations of partnership
 - Discuss preferences for meetings, evaluating relationship effectiveness, etc. (see [mentorship agreement](#), which can serve as a conversation starter)

Suggestions on How to Make the Most of your Meetings With Your Mentor

It is easy to fall into the mindset that the mentor will lead the way in your meetings. However, mentors often want to help, but they are unsure of your needs and/or wants. They may worry that they are being intrusive, or will come off as condescending if they assume you need information or help with a given topic. When meeting with your mentor, it can be helpful to verbalize the goal of the meeting, and make it clear what you need at the moment. Some example goals include:

- Answers to specific questions: I would like some clarification about X
- A kind ear: I just want to vent a little about X
- Advice: I need some actionable advice on X
- Advocacy: Can you speak to someone on my behalf? Make an introduction?
- Direction: Can you tell me who can help me with problem X?
- Resources: Are there any resources for X? Where?
- General feedback: Here is what I am working on right now; these are my next steps; Here is how you can help.
- Request for follow-up: I am going to work on X over the next week. Can I send it to you for review?

What to do When I Have Questions?

Often, questions come up on a day-to-day basis, especially for new hires. You may want to ask your mentor how they prefer you ask these questions. Is it OK to stop by their office with a question? Is it better to email them? You may also find some answers to your questions on our university-resources [document](#).

End of the “Official” Mentoring Time

Many mentor programs have official start/end dates, but often the relationship continues after these dates. Near the end of your official date, it may be helpful to discuss expectations about the future with your mentor:

- Do you plan to informally continue the relationship?
- If so, what does that look like (Monthly meetings? Or can you stop by and ask questions?)?

General Advice

- Be open to feedback. Your mentor is trying to provide concrete assistance.
- Don't be afraid to offer up suggestions and alternative perspectives to your mentor as well. They may appreciate your experience and expertise, which is consistent with literature that finds both the mentor and mentee often learn from one another.
- Ask for what you need. If you would like to socialize outside of work; ask your mentor if they have capacity for that. If you need someone to connect you with a campus resource or person; be direct in your request.
- Your mentor may not be able to provide advice or guidance on every issue in your life. Don't hesitate to ask them for a recommendation for another person to contact.
- You most likely have the ability to successfully navigate this time in your life! Think of you mentor as a coach or a guide rather than a guru or expert.

What if the mentor-mentee pairing is not working?

Sometimes mentor and mentee pairings look good on paper, but ultimately end up not being an effective relationship – and that's OK! The best thing to do is to reach out to the mentor coordinator to discuss (This is often the department chair for new hire mentorships. For the interdepartmental mentorship program, please contact Dr. Katie Lawson; kmlawson4@bsu.edu).