

Mentoring Guidelines

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Mentoring is both advising and a commitment to helping mentees develop and progress. Mentors provide considerable input and are actively engaged with the mentee in planning, assessing needs, and providing feedback. The mentor is a learning facilitator to guide the mentee. Mentoring is not sponsoring, remedial, spontaneous or casual advise, or the same as managing. Mentees are responsible for their own growth.

For success, both the mentor and mentee need to have a common view of their roles and to understand how to get the best out of the mentoring. Characteristics of a good mentoring relationship include: 1) clear roles and expectations, 2) excellent two-way communication, 3) a high level of trust with regard to confidentiality, 4) clear planning with a focus on the mentee's needs and objectives, and 5) collegial, not hierarchial.

Mentor's Role:

- 1) Consider mentee's entire situation – personal circumstances and psychological factors that potentially could inhibit their ability to achieve their objectives and progress
- 2) Guide the mentee to develop skills in their profession by offering expertise and alternative approaches, and by sharing one's own experiences
- 3) Advise on issues such as the organization's culture and work-life balance
- 4) Give emotional and moral encouragement
- 5) Provide sources of information and aid in obtaining opportunities
- 6) Serve as a role model
- 7) Know when to advise seeking information or feedback from someone else and who can be approached
- 8) Be a good listener, approachable, available, patient, and discrete
- 9) Provide feedback on the mentee's progress in general and on specific issues

Mentee's Expectations:

- 1) Be organized – plan ahead and work toward agreed goals/tasks between meetings. Think about what you want to ask the mentor
- 2) Be proactive – maintain your independence. Don't expect to be looked after or given all the answers
- 3) Ask useful questions – be sure to understand what the mentor is saying; ask if you don't understand
- 4) Have respect – be considerate, stay focused, keep appointments, don't overstay your welcome
- 5) Show appreciation – the mentor is a volunteer so thank them and acknowledge their role in helping you
- 6) Have humility – be willing to accept critical feedback; remain open on learning new things and ways of thinking