

# Mentee Handbook



TIGERLINK

## OVERVIEW

This mentorship program is designed to support current students in developing meaningful mentoring relationships, reflecting on their academic and career goals, and planning the next steps in their professional journeys. This guide has been developed to serve as a resource as you connect with your mentor.

Acknowledging varying commitments, the program is flexible and can be easily adapted to fit all schedules. Mentors and mentees are asked to meet at least once a block (month) through their chosen medium.

This program brings together mentors and mentees into a formal mentorship. The goal is to provide mentees with a supportive network that they can depend upon to seek guidance, develop skills, and help prepare them for their future. This program is designed to last 3 months, although the relationships formed could last well into the future and the connections could last a lifetime!

### What is 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

Connector

Will encourage exploration

Good listener

Helpful sounding board

Force of positivity and optimism

## MENTOR BENEFITS

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Develop communication and active listening skills

Gain joy in sharing knowledge and experience

Build leadership skills by developing your ability to motivate, guide, and encourage others

Achieve personal fulfillment through meaningful connection

Become familiar with the new generation entering the workforce

## MENTEE BENEFITS

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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 professional network

Gain an advocate who will encourage you to set and achieve goals

## GUIDELINES FOR SUCCESS

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



### **Discuss Communication Modes**

Decide how you would prefer to connect (video, phone, or message)



### **Make Contact Frequently**

This is especially during the first weeks to build a trusting relationship



### **Follow Up**

When you make a commitment follow through



### **Be Appreciative**

Everyone is busy and it takes real courage to open up to someone new



### **Be Professional**

Language, style, appearance, and demeanor all make an impression



### **Maintain Confidentiality**

All discussions should be confidential in nature unless there is a safety concern, always speak up.

# EFFECTIVE COMMUNICATION

Successful relationships depend on effective communication. Both verbal and nonverbal communication is important for a healthy mentoring relationship.

## VERBAL & WRITTEN COMMUNICATION

These skills are essential in order to deliver and understand information quickly and accurately. It's important in an online environment when it can be harder to read body language and interpret non-verbal cues.

- Be professional, but not too professional - make sure your mentor gets to see you as a human
- Avoid technical and industry jargon
- Proofread to check for spelling and grammar errors
- Keep paragraphs short and easy to read

## NON-VERBAL COMMUNICATION

Every day we respond to nonverbal cues and behaviors! Sometimes the words don't matter - our gestures, tone of voice, and cadence of delivery can communicate something entirely different than what we intended.

- 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
- Don't underestimate the power of wait time

## Potential Challenges

Like any program, you may come across challenges - below are some sample challenges and what to do if they arise. Of course, you can always contact the program administration for any assistance.



**Mentor does not respond to your initial outreach:** You might want to give your mentor a week or so to get back to you. If you still don't hear anything please let the program administrator know.



**Mentor does not show for meeting/stops responding:** Send a nudge to your mentor to see if they would be able to reschedule. Or let the program administrator know.

# EXPECTATIONS OF MENTEES

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.

- Be proactive in reaching out to your mentor to set up a meeting
- Show up prepared to your mentor meetings by reviewing the discussion guide
- Be profesional and respectful
- Establish expectations with your mentor regarding the mentoring relationship. For example, if you are comfortable talking about your personal life (is your mentor), do the two of you prefer to set up meetings over text instead of email, how and when will you be in contact. Having this type of conversation in the beginning will allow you both to enter the conversations with more confidence
- Actively listen during your sessions with your mentor
- Set and achieve personal and professional goals
- Own the opportunity! You have a unique opportunity to practice skills, gather information, and develop a professional relationship during the mentoring program.
- Notify the program administrator if you feel at risk or need support in school or your personal life

## Commitment

Meet with your mentor at least 3 times throughout the program!

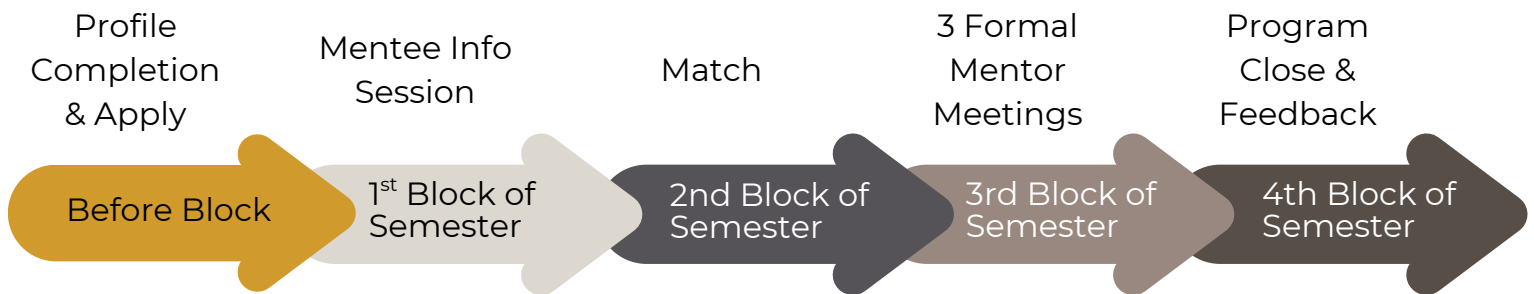


## WHAT IS NOT EXPECT OF A MENTOR:

- To have all the answers
- To initiate all contact with you
- To offer jobs or internships



# PROGRAM TIMELINE



## HOW IT WORKS

- The mentorship will take place over 3 formal mentoring sessions.
- Matching is conducted by a program administrator using an algorithm that includes a variety of factors such as mentee industry interests, skills, and educational interests.
- You are encouraged to initiate contact and schedule the first meeting with your mentor. 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 can message and video call directly through the platform. If you would like to speak over the phone, you can certainly exchange numbers.
- 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.

## COMMUNICATION TIMELINE:

You will receive communication from the program administrator around the following topics:

Match Day

Reminder about scheduling 1st formal mentor meeting & reminder to help set program goal(s)

Initial Program Check-In

Reminder about scheduling 2nd formal mentor meeting

Mid-program check-in

Reminder about scheduling 3rd (last) formal mentor meeting

Program close and collecting feedback

Please note you are welcome to reach out to the program administrator whenever you need!

## THANK YOU FOR BEING A MENTEE!

\*Handbook content adapted from PeopleGrove Mentor Handbook