

Mentor Handbook



Overview

This program brings together students and mentors for career 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 at least 6 months, although the relationships formed could last well into the future.

What is mentoring?

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

What is a mentor?

Looking back at your career journey, there are likely key individuals who helped guide you along the way. They gave you feedback and a listening ear during a pivotal moment. Mentors helped shape who you are today, and it's unlikely you'll forget the impact they had on you.

This might be the first time you'll be a mentor, but for others you may have served as a mentor many times over. In either case, this guide will serve as a resource for expectations, tips on how to best support your new mentee, and guidance on building an impactful relationship.

A mentor is a...

Trusted guide
Good listener

Connector
Helpful sounding board

Motivator
Positive example

Mentor Benefits

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

Develop communication and active listening skills

Gain joy in sharing knowledge and experience

Achieve personal fulfillment through meaningful connections

Get more familiar with the new generation entering the workforce

Mentee Benefits

Develop valuable skills in communication, critical thinking, and professionalism

Learn how to accept and grow from mentor feedback

Expand professional network

Get firsthand knowledge of an industry, department, and role

Gain an advocate who will encourage career exploration and goal achievement

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



Be appreciative

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



Maintain confidentiality

All discussions should be confidential. If safety is a concern, always speak up



Be professional.

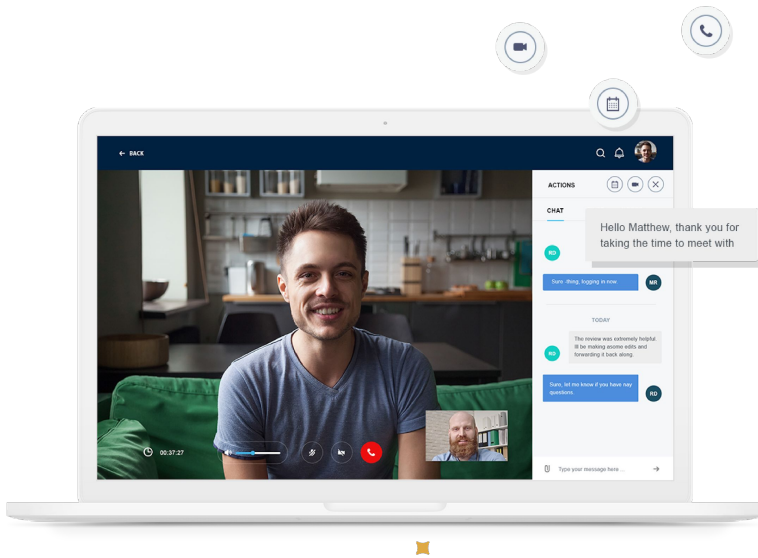
Your language, style, appearance and demeanor will all make an impression

Effective Communication

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

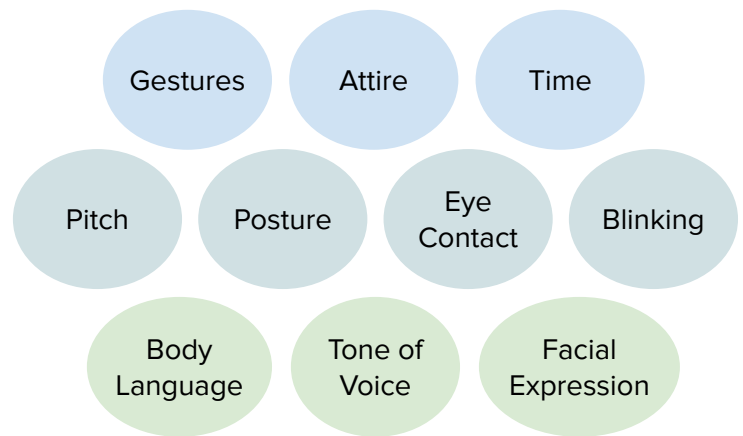
Verbal & Written

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



Non-Verbal

How we present ourselves reveals who we are and impact how we relate to those around us. Gestures, tone of voice, and cadence of delivery can communicate something entirely different than what we intended.



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

Pro Tips

Be professional, but not too professional - make sure your mentee sees you as a human

Avoid technical and industry jargon that your mentee might be unfamiliar with

Proofread to check for spelling and grammar errors

Keep paragraphs short and easy to read

Pro Tips

Maintain eye contact with the camera on your phone or computer

Watch your pace of delivery - if you speak too quickly it can be hard to follow

Have a neutral background in video calls and aim to avoid background noise

Try to maintain a positive tone

Expectations of Mentors

As a mentor, it's good to understand what's involved and how much of a time commitment is expected. Tools to support you:

- Please message, send dial-ins, or video-chat in the platform [important for safety + security!]
- Sign up for SMS notifications for meeting reminders
- Sync your calendar for easy scheduling
- Help your mentee set monthly goals in the platform inbox

Commitment

At least **30 minutes** per month over **6 months**

And, of course, actively listen during your meetings with your mentee.

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

At the 6-month mark, we hope you'll continue connecting with your mentee through the platform or other communication channels.

Program Timeline

