

PTCMW Mentor Program Guidelines and Tips for Mentees

First Meeting Issues To Discuss

Guidelines for Confidentiality. It is strongly recommended that both the mentor and mentees discuss and agree to keep issues, topics, comments, etc., in the mentoring relationship confidential, unless all parties agree to make the information public. Confidentiality agreements should cover both work-related and non-work-related issues discussed. *There is no need to have a formal agreement; a verbal discussion and consent among participants is acceptable.*

Guidelines for Boundaries. Mentors and mentees should determine what issues and topics should and should not be discussed during the course of the relationship. Limitations could include non-work concerns, but might also include I/O Psychology content areas outside of the mentors' expertise or experience. Mentors and mentees may also discuss if and how to contact one another outside of formally scheduled meetings.

Goals and Expectations. Mentors and mentees should discuss and agree to a shared set of goals and desired outcomes for the relationship. It might also be a good idea to discuss and agree upon a process as to how often and in what manner the mentor and mentees will review progress toward these goals and outcomes.

Logistical Issues. The mentee is responsible for coordinating and scheduling meetings. At a minimum, mentor-mentee meetings should occur once per month. However, mentor and mentees are free to meet more often if desired. It is left up to the mentors and mentees to determine a process for creating agendas, selecting topics/issues to be discussed, etc. Some tips and/or alternatives for handling logistical issues include:

- Hold a regularly scheduled meeting each month at the same time and date (e.g., third Friday at noon), so that individuals can place this on their calendars and they can save time from having to determine a different meeting date and time each month.
- Have mentees send any questions, issues, topics, or ideas for possible inclusion in the upcoming mentoring meeting a couple of days before the meeting.

Tips for Being an Effective Mentee

- Before you begin meeting with your mentor, make a list of the overall things you would like to accomplish during the program. Keep this list and refer to it throughout the program to ensure your personal goals are being met.
- Spend time before your meetings developing a loose framework of questions that you would like to ask your mentor. Think about projects you are working on in school or at your internship where your mentee might be able to provide fresh insight. Send these questions to your mentor a few days prior to your meeting.
- During your first meeting, describe your relevant work and academic experience to provide a foundation on which your mentor can build.
- Take notes during your meetings and review them after your meeting. This will help solidify what you talked about, as well as provide ideas for additional questions or clarifications that you may want to ask during your next meeting.
- Create a flexible agenda prior to each meeting and share this with your mentor.
- Make sure to ask follow-up questions until you have a good understanding of the discussions with your mentor.
- Always be on time to your meetings and give your mentor ample notice if you have to reschedule for any reason.
- Review the available resource packets. If leveraging resource topics, make sure to review topic and discussion questions of interest ahead of scheduled meetings.