



Creating an Effective Mentoring Relationship

Mentee Guide



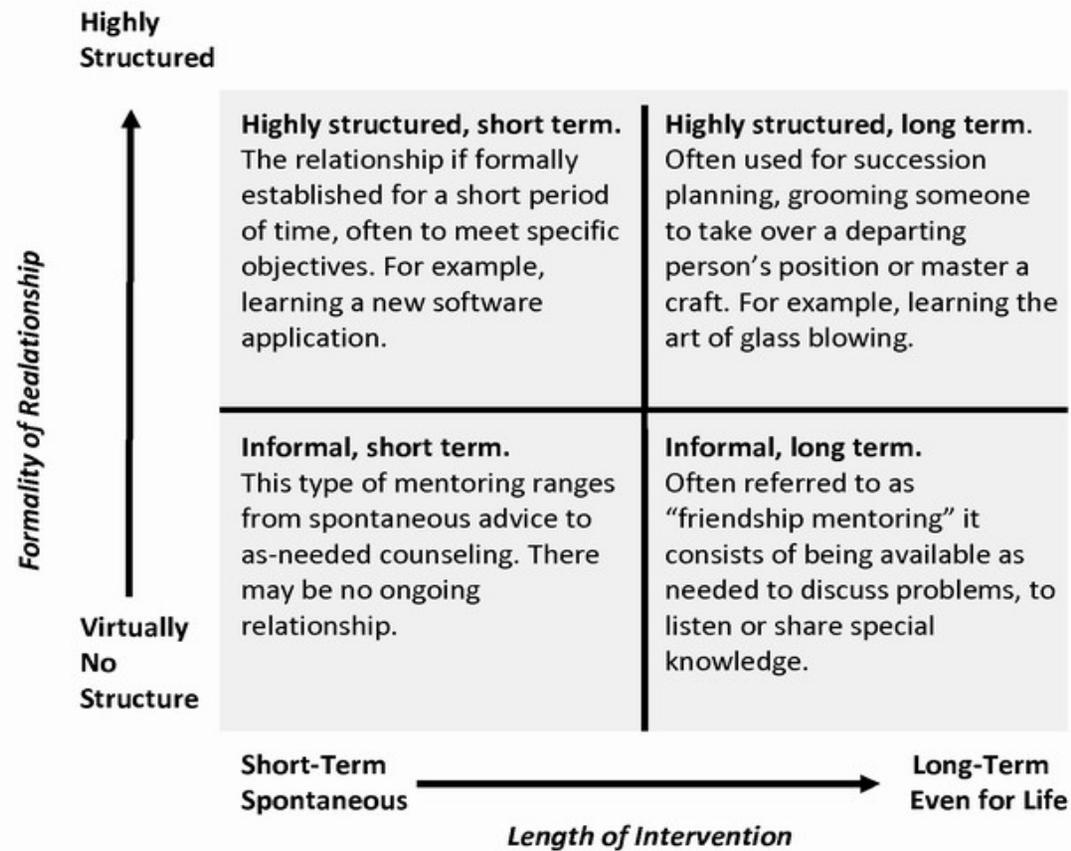
Physicians Caring for Texans

Determine What You Want

1. Figure out your developmental goals.
 - What do you want your mentor to help with?
 - What are the high impact areas where their expertise could make the most difference?
2. Determine how you want to communicate.
 - Do you prefer face-to-face and need them to be local?
 - Is phone/email only okay in order to get someone with the skills or background that you are interested in?
3. Identify the type of relationship you are looking for.



Types of Mentor Relationships



Forms Mentoring May Take Adapted from: Shea, Gordon, *Mentoring*, 2002



Be Prepared to Work at the Relationship

1. Good relationships don't happen overnight
2. Remember it takes time and energy to get to know someone and build trust
3. Define what you want from your mentor
 - Networking
 - Career Development Support
 - Professional/Clinical Advice
4. Determine your preferred feedback style (written, verbal, direct, highly critical, etc.).



Be Proactive and Prepared

1. Mentors are investing of themselves, their time and their expertise, show that you are dedicated.
2. Take the initiative for your own development and make the most of this learning opportunity.
3. Decide how often you will meet. Make meetings regular and stick to them.
 - What should be prepared for each meeting?
 - What progress should be necessary for the next meeting?
4. What can your mentor expect from you?



Be Ready to Listen, Learn and Share

1. It is your mentor's job to give you honest feedback and advice, some of which will be positive and some of which will be constructive.
2. Regardless of whether you choose to take your mentor's advice, listening to what your mentor has to share with you is important.
3. Be willing to share information about yourself. Your mentor will be better able to help you if you are open and honest about who you are and what you want professionally and personally from your life.



Be Open-Minded

1. No matter who your mentor is, s/he has experience and expertise to share with you.
2. Your mentor doesn't have to sit in the corner office to be of value. Cultivating relationships means more than just connecting with the boss.
3. You and your mentor may have a lot in common or very little. Regardless, if you remain open-minded and want to learn, you will gain something from the relationship.



Be Willing to Help in Return

1. Think about what you have to offer your mentor.
2. You have a unique perspective that can be beneficial to them.
3. Be open to providing feedback to issues they face or find ways to help support their goals.



Be Appreciative

1. Show appreciation for the time and effort that your mentor gives. Remember they are trying to do a good job and provide you with useful advice and information.
2. Consider writing a thank you note, introducing him/her as your mentor during meetings/conferences, etc. to recognize their role.

Adapted from:

Zachary, L. J., with Fischler, L. A. *The Mentee's Guide: Making Mentoring Work for You*. San Francisco: Jossey-Bass, 2009.

Institute of Food Technologists (IFT). (Date Unknown). How to be a Good Mentee. IFT Career Center eMentoring. Retrieved December 20, 2012, from <http://www.ift.org/careercenter/ementoring/how-to-be-a-good-mentee.aspx>

