



## **BOBCAT MENTOR PROGRAM MENTEES FAQs & TIPS**

### **Mentees FAQs**

- 1. How am I assigned a Mentor?** First complete your profile with information on what help you are looking for. Then, the mentoring committee will look for an alumni match that fits your profile.
- 2. How long will the mentors be available?** We ask our mentors to make commitments of at least six months (Fall or Spring semester) to one year (September through April) in order to ensure that the mentee is able to fully benefit from the relationship. If a mentor must leave the relationship early, we request at least one month's notice in order to search for a replacement mentor with similar background.
- 3. How long will my mentee commitment be?** Please be available to commit time and effort into your mentoring relationship. You are expected to commit the same amount of time into the relationship as your mentor is. By applying, you are agreeing to participate. Please contact the Mentoring Committee should you need to cut your involvement in the program short.
- 4. How will the meetings be conducted?** You are expected to meet with your mentor one (1) hour face-to-face per month. You will agree on the meeting location together. Additional interactions throughout the month are highly encouraged, and can be in person, via phone, email, Skype, or text as appropriate.
- 5. Relationship is not going well or I am concerned about membership, what to do?** We encourage letting the mentor know about the situation and contact the Mentoring Committee immediately. We will provide our full support to resolve the situation in a positive and satisfactory manner.

### **Mentees Do's**

- Take a proactive role in shaping up the relationship
- Understand what you want from the mentoring relationship and communicate your goals and aspirations to your mentor. Balance personal and professional relationship with your mentor.
- Set aside time for the mentoring process, keep all scheduled appointments with your mentor and display professional behavior.
- Be respectful of your mentor's personal space regarding communication. Verify what acceptable times to call, text, or email are and use your own judgment (for example, don't call or text at 3:00 AM). Similarly, find out what the preferred method of communication for your mentor is.
- Put the name with your mentor to the best use. Come to your mentor meetings with planned discussion topics.
- Respond in a timely manner to your mentor's feedback. Respond to emails from your mentor at most two days after receipt.
- Be open and honest with your mentor about your challenges and weaknesses.
- If something concerning the mentor needs to be discussed with others, it should first be discussed within the mentoring relationship, and then with the mentoring committee.
- Keep all information shared by your mentor confidential.

### **Mentees Don'ts**

- Ask for advice on everything. Have a purpose in each request.
- Blame the mentor if his or her advice doesn't work out.
- Expect the mentor to know all the answers.
- Commit yourself to obligations you cannot keep.
- Cancel meetings/visits with your mentor at the last minute.