Roles and Responsibilities

MENTEE

The most important role of a mentee is to engage in a mentorship that facilitates individual career development and job satisfaction.

1. Clarify your specific needs
2. Formulate short and long term goals; modify as needed
3. Become familiar with mentor’s research and professional interests prior to initial meeting
4. Take ownership of the mentorship relationship, initiating communication and setting up all meetings with mentor
5. Construct an agenda prior to each meeting to ensure goals are being met
6. Frequently seek and provide constructive feedback
7. Self-reflect and identify specific areas of improvement as the mentorship evolves

A Good Mentee...

- Is an active and motivated member of this symbiotic relationship
- Is proactive in pursuit of academic and professional growth
- Communicates needs/expectations clearly with mentor
- Recognizes the value of honesty, vision, self-reflection, and feedback

MENTOR

The most important role of the mentor is to help the mentee meet his/her own goals.

1. Discuss goals and objectives for mentorship, mentor and mentee
2. Help mentee develop realistic/attainable short and long term goals
3. Provide information about career choices and how to approach career development
4. Recommend meetings/organizations to attend/join
5. Advise regarding job negotiations
6. Discuss task prioritization, time management skills and work/life balance
7. Recognize an unsuccessful mentorship and help determine next steps with mentees

A Good Mentor...

- Is committed to the dyad and invests time necessary to assist mentee’s personal development
- Has good interpersonal and listening skills
- Reads and returns work promptly with constructive comments
- Understands needs and aspirations of mentee
- Is on time and if necessary gives ample notice if rescheduling is needed
- Suggests other mentors when needed

Adapted from CHLA Mentorship Program documents