Roles and Responsibilities of Mentors and Mentees

Mentor

1. Clarify expectations and boundaries of the mentor-mentee relationship.
2. Identify the mentee’s goals.
3. Support the needs and aspirations of the mentee.
4. Commit to spending time with the mentee to develop the relationship.
5. Encourage the mentee through constructive feedback.
6. Create an environment that allows the mentee to ask questions without being intimidated.
7. Offer advice by sharing life experiences.
8. Be prompt for meetings and/or scheduled calls and use the time efficiently.
9. Encourage and promote leadership development.

Mentee

1. Actively participate in the mentor-mentee relationship by identifying wants and needs from the partnership.
2. Be prepared for a meeting by having specific topics to discuss to ensure time spent is productive for both parties.
3. Share strengths and weaknesses and identify the areas in which assistance is needed.
4. Communicate effectively, openly and honestly.
5. Be open and willing to accept constructive feedback.
6. Understand the limitations of the partnership and take ownership of the outcome.
7. Assess and evaluate the partnership to ensure it meets the objectives.
8. Be prompt for meetings and/or scheduled calls.
9. Listen to advice and utilize the information to make informed decisions.