



COLLEGE OF BUSINESS
UNIVERSITY OF COLORADO AT COLORADO SPRINGS
Alumni Association Mentoring Program

Mentee Guidelines

Your participation in the UCCS College of Business Alumni Association mentorship program is a great opportunity for you to learn from the experiences of a seasoned business person. Take advantage of his or her knowledge, but enter into this relationship a sense of accountability to your mentor. Set your expectations realistically, and show your appreciation for the investment your mentor is making in you.

Do:

Listen—your mentor likely has experience in many different kinds of circumstances and can provide examples of how you might approach a situation

Give feedback...and expect it—the relationship with your mentor goes two-ways. If you are open and honest with your mentor, he or she will know better how to guide you.

Solve the problems for yourself—expect your mentor to offer options or suggestions, not direction. Ultimately, you must take responsibility for your career and choices.

Reflect—take the information you gain from your mentor and turn it into knowledge. How might your mentor's experiences be applied to your career or situation?

Set your own goals—your mentor can be most helpful when you already have an idea of where you want to go with your career and what you want to accomplish in your life.

Show your appreciation—by word and deed, show your mentor that you appreciate the investment of time, knowledge, and effort he or she is making in you and your career. A respectful attitude, promptness in communication and meetings, and a real effort on your part to sustain the relationship will let your mentor know you are grateful.

Avoid:

Awe—your mentor may be a highly placed individual in your industry, company or community. He or she has volunteered to be a mentor. Even if you are a very recent graduate—or still in school—don't let yourself be too shy to take advantage of what your mentor offers.

Expecting financial support—your mentor is not an ATM, angel investor, or loan officer.

Mentee responsibilities

- Honor and respect the mentor/mentee relationship. Your mentor is giving you time, thought, and information.
- Recognize that partners often make different investments in different amounts, and that mutual gain (of varying types) is the goal.

- Appreciate your mentor's help without holding him or her in awe, so that you don't feel inferior or afraid of sharing openly.
- Welcome your mentor's interests and concerns.
- Learn and practice self-empowering behaviors so that you can be more self-sufficient.
- Be committed to carrying through on agreed upon actions, and be prepared to report your progress to your mentor.
- Be open to feedback—accept information your mentor provides without interpreting it as evaluation.
- Be candid, and ask/expect your mentor to be candid with you.
- Work with your mentor to set realistic expectations for the relationship.
- Be open and sincere about your own needs and deficiencies, know your own personal strengths and weaknesses.
- Communicate problems clearly.
- Initiate reasonably frequent contact with your mentor.
- Follow through on commitments and seek help when necessary.
- Be honest with your mentor about feelings that are important or strong.
- Contribute ideas about options for solving a problem; avoid the temptation to rely totally on your mentor.
- Be willing to discuss failures as well as successes with your mentor.
- Be respectful of your mentor's time; contact him or her if you're unable to make a meeting.
- Contact Jana Hyde (719-262-3755 or jhyde@uccs.edu) if you have a concern about your relationship with your mentor when you and your mentor have ended your formal relationship.

Sources:

Mentoring: Helping Employees Reach Their Full Potential, by Gordon F. Shea. New York: American Management Association, 1994.

Mentoring: A practitioner's Guide to Touching Lives, by Sunil Unny Guptan. New Delhi: Response Books, 2006.

Getting Started with Mentoring: A Practical Guide to Setting Up and Inclusive Mentoring Program, by Myrna Marofsky and Ann Johnston. Minneapolis: ProGroup, Inc., 2001, 2004.