

## Mentor Tips & Advice

- Get to know your student mentee. Endeavor to fully understand their goals, how they work, their strengths, and areas they might need help with to further develop.
- Actively listen and be attentive to your mentee.
- Discuss your own experiences, knowledge, advice, perspectives, and insights. However, remember that you are not an expert or have an answer to everything. Connect your mentee to the right resources situationally.
  - Also remember that students have access to on-campus resources. If you notice that your mentee might need more academic, career, or emotional assistance/support, please refer them to Illinois Tech's on-campus resources. A full list is available [here](#).
- Build up your mentee. Be overgenerous with compliments and positive feedback. Help the mentee build confidence in their abilities to help support them in their goals. You can never give too much of this.
- Provide constructive criticism carefully, do so in a caring manner. Ask permission if you may give a suggestion.
  - The “sandwich approach” might be helpful, sandwich the negative feedback between two positive ones.
- Embrace learning from your mentee. Mentoring relationships are a learning experience for both parties.
- Stay engaged. Connect every 2 to 4 weeks. This is totally your call on what you agree on how often and in what form (email, video, phone).
- If the mentee becomes unresponsive after multiple attempts, send a last email to end the mentorship. Please contact Emily Ginger [eginger@illinoistech.edu](mailto:eginger@illinoistech.edu) if any questions, concerns, and issues arise, or if the mentorship relationship needs to be terminated at any time.

## Essential Elements for Effective Mentorship Conversations

Essential First Conversation Elements	Mentors	Mentees
<b>Be Prepared</b>	Learn what you can about your mentee before the first meeting.	Learn everything you can about your mentor before the first meeting. Come prepared with questions you would like to ask.
<b>Discuss Mentorship Overall</b>	Discuss your own experiences with mentorship. What has been helpful or unhelpful?	Actively listen. Ask questions.
<b>Identify Mentees Needs</b>	Actively listen. Ask questions.	Discuss where you are right now, where you hope to be, and how the mentorship can help.
<b>Collaborate to identify Goals and Activities</b>	Discuss what you can and cannot help with. How will you be accountable?	Discuss what you <i>hope</i> to gain through this mentorship. How will you be accountable?
<b>Seek agreement on responsibilities</b>	"I will do_____."	"I agree to _____."
<b>Set timelines</b>	"Let's work on this for 3 weeks, then determine if we should continue or work on something else."	"Let's work on this for 3 weeks, then determine if we should continue or work on something else."
<b>Determine meeting availabilities and who will set the meeting</b>	Provide days and times that you are available.	"I will be responsible for finding dates and times that fit into your schedule."
<b>Agree to open communication</b>	"Please tell me if you feel this mentorship isn't helping, or if the advice is not a fit. Both of our time is valuable."	"I will tell you if the mentorship is not helpful, or if the advice is not a fit. I understand that both of our time is valuable."

*Adapted from the following resources: UCHR Professional Development Program, Harvard Business Essentials, Pcadick.com, and UCLA Administrative Management Group Mentor/Mentee Checklist.*