

How to be a Good Mentee

- Be Proactive – seek your mentor, arrange meetings, communicate
- Keep Commitments – show that you are reliable when it comes to keeping promises of deadlines.
- Always Strive for Excellence – work hard to do your best, nobody is perfect.
- Demonstrate Openness to Feedback – listen to feedback, accept complements, learn from corrections.
- Demonstrate Responsiveness to Mentoring – Follow-up on advice that your mentor has given you to show that you have put it into practice.
- Communicate Honestly and Directly – Be precise and clear in letting your mentor know your needs.
- Accept Increasing Responsibility and Autonomy – As you progress in your program, take on larger tasks and more independence.
- Be Mindful of your Mentor's Goals – Your mentor's time is valuable, use time wisely.
- Keep your Expectations Reasonable – Avoid unrealistic expectations of your mentor and their abilities. They cannot meet all of your needs.
- Maintain a Sense of Humor – Keep things in perspective when challenges arise.

*Johnson, W. B. (2016). *On being a mentor: A guide for higher education faculty*. Routledge.

Giving and Receiving Feedback

Mentees should be prepared to seek honest and candid feedback from their mentors. Equally important is the feedback mentees can offer to mentors. Engaging in reciprocal and on-going feedback is a vital component of the partnership.

Effective feedback:

- Is offered in a timely manner
- Focuses on specific behaviors
- Acknowledges outside factors that may contribute
- Emphasizes actions, solutions, or strategies
- Examines perceived strengths of the mentee that can lead to goal-setting focused on those strengths.

Effective feedback from mentee to mentor:

- Whether the advice or guidance you offered was beneficial and solved an issue
- Whether the mentor communication style and/or actions facilitate a positive mentoring experience
- Whether the mentor communication style and/or action create challenges to a positive mentoring experience

Effective feedback to mentee:

- Mentee strengths and assets
- Areas for growth, development, and enhancement
- Harmful behaviors or attitudes
- Observations on how your mentee may be perceived by others (professionalism)

*Zachary, L. J. (2000). *The mentor's guide: Facilitating effective learning relationships*. Jossey-Bass.