



# MENTEE GUIDE

*remember to...*

## **Take Responsibility for Your Career Development**

- What do you want to gain from the mentorship? Talk with your mentor to establish goals and outcomes of the program.
- Review your goals to make sure they are being completed.

## **Be Proactive and Consistent**

- Be consistent in how often you keep in contact and meet.
- Avoid canceling appointments and not following through with contacts your mentor has given you.
- If you haven't heard from your mentor in a while, don't be shy about contacting them again.

## **Establish Professional Communication**

- Establish the type of communication that will work best for both of you, ie: phone, email, in person, or Skype.
- Establish how often you will meet.

## **Get To Know Your Mentor**

- Get to know your mentor on a personal level while maintaining professionalism.
- It is always easier to build rapport with someone when you know more about them.

## **Manage Your Time**

- Schedule meetings during an acceptable/professional time frame.
- Be respectful of your mentor's time and the other priorities in their life, such as family, travel and community activities.

## **Express your Gratitude**

- Your mentor is likely to give a lot more than you do in the relationship in terms of time and contacts.
- Be sure to express regularly that you value and appreciate your mentor's guidance

## **Ask for Assistance**

- Feel free to contact us at any time at [emily@thinkla.org](mailto:emily@thinkla.org) to assist you with your mentorship experience.

*Professional topics and suggested activities*

## **Resume and Cover Letter**

- Have your mentor review and critique it your resume and cover letter.
- Do a speed interview to help prep for future job interviews

## **Networking Skills Activity**

- Discuss networking tips
- Attend thinkLA networking events together.

## **Personal Branding & Social Media Review**

- Share your LinkedIn and/or Facebook profiles and ask for suggestions on how you can improve your online professional brand.
- Discuss how your mentor's company or industry uses social media to communicate with clients.

## **Informational Interview**

- Ask to meet other colleagues in your mentor's office for an informational interview.
- When feasible, ask to visit your mentor's work site and shadow for a day.