



# MENTOR GUIDE

remember to...

## Remain Flexible

- Remember what it was like to be a college mentee. Consider sharing how you managed your time with so many competing priorities. This may be your mentee's first interaction with a professional so give constructive and encouraging feedback so they can learn from their experience. Allow for change as the mentor experience develops.

## Be Responsive

- If you become very busy and are unable to talk, be honest and timely with your mentee about your commitments. Reschedule your conversations or send a brief note explaining your situation if adjustments need to be made.
- If you live outside of Los Angeles, share with your mentee the best way to communicate via Skype, Facetime, email or phone versus text.

## Listen Actively

- Listen to your mentee's needs.
- Try to understand their strengths and weaknesses and give the best advice you have to offer.
- Try not to tell your mentee what to do but offer your perspective and guidance.

## Respect Boundaries

- Get to know your mentee on a personal level while maintaining professionalism.
- Meet in public places that are easy to access and in safe locations.

## Share your stories

- Your mentee will gain knowledge and understanding by you sharing your story with them keep it professional.
- Be open to sharing your mistakes and failures too, as these are often where our biggest lessons are learned.

## Ask Open Ended Questions

- Give your mentee a chance to think about their needs, values and passions by asking open-ended questions. This will help you understand as well.
- It's also a great way to get your mentee to think through situations themselves and draw out the consequences of the various choices or courses of action they can take.

## Acknowledge Achievements

- Acknowledge and show enthusiasm for your mentee's achievements. Your recognition will build their confidence.

## 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. We are here to help!



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## SUGGESTED ACTIVITIES

- **Resume and Cover Letter:**  
Share your resume and cover letter. Review and critique your mentee's resume and cover letter.
- **Interview Skills and Strategies:**  
Conduct a mock/practice interview together.
- **Social Media:**  
Discuss how your company or industry uses social media to communicate with clients.
- **Networking Skills Activity/Professional:**  
Network Associations Discuss the importance of and tips for networking. Attend thinkLA networking and social events with your mentee to help him/her practice networking.
- **Job Shadow Day:**  
When feasible, arrange for your mentee to visit your work site and shadow you for a day
- **Informational Interview:**  
Set-up a time to allow for your mentee to meet other colleagues in your office for an informational interview.
- **Lunch with Professional Colleagues:**  
When feasible, invite your mentee to a lunch meeting with colleague/s.
- **Business Lunch/Dinner Etiquette:**  
Practice business dining etiquette together during a lunch or dinner meeting.
- **Technology:**  
Discuss how your company or industry uses technology to communicate with teams or clients. What type of technology is used e.g. Skype, WebEx, Google Hangouts?
- **Industry and Office Culture:**  
Discuss industry and office cultures.
- **Personal Branding Review:**  
Review your mentee's LinkedIn and/or Facebook profiles and provide suggestions on how to improve their online professional brand.