

Guidelines for Mentors:

- Mentors are expected to make initial contact with mentees. The first interaction should include an honest conversation that lays out the expectations for the partnership. For example, discuss with each other how often you hope to communicate, what topics are of most interest, and whether you will be able to meet in person. At the end of the conversation, both sides should better understand how they will define a successful arrangement and the anticipated duration of the formal partnership.
- Please keep all aspects of the relationship professional and courteous, including not accepting someone as your mentee.
- Mentors should reach out to mentees monthly with at least a quick email or phone call to invite conversation and confirm your commitment to them.
- Mentors should give their mentees the professional courtesy of a timely response to emails and phone calls, even if they don't have complete answers or need additional time to gather thoughts and information.

Guidelines for Mentees:

- Mentee should make clear what expectations they have. State a clear purpose for seeking this relationship.
- Communication is a key to the relationship. Mentee should respond to mentor in the time-frame established. Communicate your preferred method of contact (phone, email).
- Mentee should be proactive. Be willing to share your knowledge and expertise.
- Mentee should keep all aspects of the relationship professional and courteous.
- Please give the mentor/mentee relationship some time to flesh out, preferably a month. If the mentor/mentee relationship doesn't work, please end it with professional courtesy.