

HOW TO BE A

SUCCESSFUL MENTEE



WHAT IS MENTORSHIP?

MENTORSHIP CREATES OPPORTUNITIES FOR YOU TO EXPAND YOUR NETWORK, EXPLORE CAREER OPPORTUNITIES, AND DEVELOP YOUR LEADERSHIP SKILLS.



Mentorship is one important way that people learn about new careers, make connections, and explore how to be successful in their professional lives. This summer, you'll be paired with a mentor. Our goal is to match you with someone you can trust, who can help you think through your career next steps and your long-term goals. Your mentor can also help you navigate current internships or provide advice on college, interviewing, job searching, or other questions you have.

SUMMERWORKS MENTORING

- **STARTS WEEK OF JUNE 14; ENDS BY AUGUST 20**
- **WEEKLY MEETINGS (10 TOTAL)**
- **30-MINUTE SESSIONS (MINIMUM)**
- **VIDEO OR PHONE CALL**
- **WEAR WORKPLACE ATTIRE**
- **BRING YOUR MOST PROFESSIONAL SELF**

BEING PREPARED

Your experiences this summer are all about being prepared to: enter the workforce, navigate new and sometimes difficult situations, and continue in school with a better sense of what you want out of your career and education. This guide will help you be prepared for mentorship sessions, so that you can make the most out of your time with your mentor right from the start. As you prepare to meet your mentor, take the following steps:

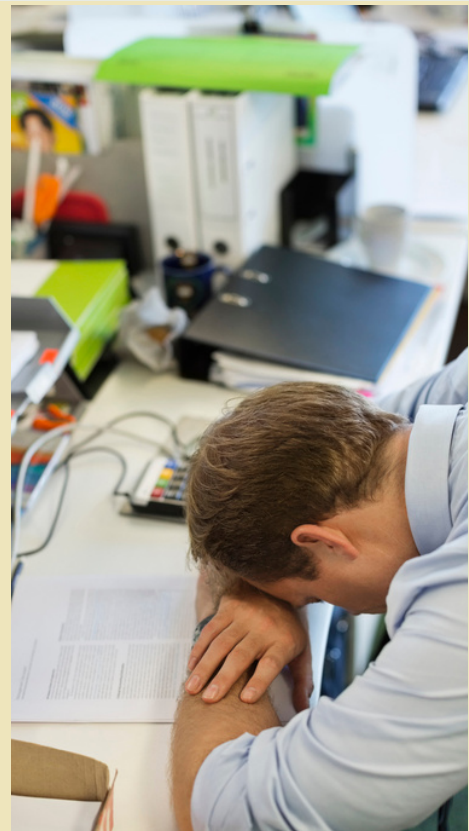


- What information or support are you looking to get out of this relationship? Is it skill building? Exploring career paths? Insider industry information? Communicate this to your mentor, so they have a sense of your needs.
- Reflect on your personal goals and responsibilities (use the Kuder Assessment to help). What are the skills you most need to develop to take you from where you are now to where you want to be?

MAKING MISTAKES

It can be difficult to make or talk about mistakes with people we respect. Remember that your mentor wants you to succeed and can only help if you're willing to be honest about the areas you feel challenged in.

- Seek constructive feedback on growth areas and ask about strategies for problem solving.
- Talk about the things that feel tough about work or school, so that your mentor can tell you what strategies have worked for them in the past.
- Listen to the feedback you receive and then apply their suggestions.



YOUR FIRST MEETING

MAKING A GOOD FIRST IMPRESSION IS CRITICAL. HERE ARE SOME HELPFUL HINTS FOR PREPARING TO MEET WITH YOUR MENTOR FOR THE FIRST TIME.



When you receive contact from your mentor, reach out and send them an introductory email. Include:


- A short bio about yourself and ask your mentor for one in return (if they have not already included one).
- Your full availability for the week of June 14th to make scheduling easier.
- Bonus! Use the information they provide in their bio to help you think about what you'd most like to learn from them.

MENTORSHIP IS A TWO-WAY STREET.

You bring interesting, unique, and important perspectives to the relationship & your mentor will learn from you, too. Show interest in your mentor's life by asking questions. What do you have in common? What is their life like beyond work? If you feel comfortable, you can check-in about how they handled the COVID-19 pandemic.

ESTABLISHING RELATIONSHIPS

IN THIS SECTION, YOU'LL FIND SOME GUIDELINES TO HELP YOU FORM A STRONG RELATIONSHIP WITH YOUR MENTOR. MENTORS ARE VOLUNTEERING THEIR TIME TO HELP. SHOW GRATITUDE BY FOLLOWING THESE STEPS!



By setting clear expectations about what your mentor can expect from you, and what you can expect from your mentor, you lay the groundwork for a strong relationship. You also build and demonstrate your professionalism and leadership skills by being clear about what you want and need from the relationship, respecting your mentor's wants and needs, and following through.

- **Take initiative:** Ask your mentor to set a regular meeting time and commit to making this time each week.
- **Create an informal agenda:** You and your mentor could use a shared document to add topics to talk about before the meeting, so you can both prepare for your conversation.

- **Take notes during the meeting:** This will help you will remember what was said and can reference it later.
- **Ask your mentor to co-create ground rules and expectations for communication.**
 - How often would you like to communicate between meetings?
 - How would you like to communicate?
 - What hours are each of you available for questions?
- **Respond to your mentor's communications in a timely manner:** being polite and professional means responding within 48 hours unless you have extenuating circumstances.

WHAT TO ASK

SHOW APPRECIATION FOR YOUR MENTOR'S TIME & COMMITMENT BY PREPARING FOR MEETINGS. HERE ARE SOME QUESTION SUGGESTIONS TO HELP YOU GET STARTED.

CAREER PREP QUESTIONS

- What kind of education or training did you complete to prepare for your career?
- What was your first job and what did you learn from it?
- Did you have another career path in mind before landing this one?
- What are common entry-level jobs in this field?
- If you could do it all over again, would you choose the same path for yourself?
- What helped you decide this was the right career path for you? What was a barrier you encountered while finding a job in your career field? How did you overcome it?
- What is your favorite part of your job? Least favorite?

NETWORKING AND PROFESSIONALISM QUESTIONS

- How do you use social media to promote your business?
- How do you maintain personal wellness?
- How do you manage work/life balance?
- What is LinkedIn and why is it important? How do you, personally, use it?
- Have you ever worked at a job/experienced an incident at work that went against your personal values? How did you handle it?
- Do you participate in networking events, professional organizations, continuing education, etc.?
- What recent trends have you seen in this field? How does your job impact your general lifestyle?



CRAFTING QUESTIONS

AFTER YOU'VE WORKED THROUGH THE QUESTIONS ABOVE, USE THE FOLLOWING TIPS TO CRAFT YOUR OWN QUESTIONS TO LEARN MORE ABOUT YOUR MENTOR'S EXPERIENCES AND HOW THEY CAN HELP YOU.



Before each session, you'll want to have a list of 5-6 questions you're ready to ask your mentor about. As you get ready to prepare your questions, think about the following tips to help write questions:

- **Do a warm-up lap:** Most people enjoy talking about themselves. At the beginning of meetings, you can start off with some questions that allow your mentor to talk about their experiences. It'll also help you learn about what experiences and jobs your mentor has had that you want to learn more about.
- **Think about what you want/need from the relationship.** For example, if you're trying to figure out a career path, ask questions about how your mentor made the choices they did. If you're job searching, ask your mentor for advice about how they've found positions in the past, how to prepare, or what traits their past/current employers find valuable.
- **What's going wrong?** It can be difficult to open up about challenging subjects, but your mentor can help you think through difficult professional situations. Ask questions about things you're unsure about or are stuck on.



SummerWorks

Washtenaw County Summer Youth Employment Program



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