

Mentee Roles & Responsibilities

Your development depends on exploring career aspirations, strengths and weaknesses, collaborating on means to “get there,” implementing strategies, and evaluating along the way. Your mentor will provide the “light” for you to follow. Learning from the wisdom and past experiences of your mentor will serve you well and produce great benefits. Here are a few roles and responsibilities to help you in the process:

- Commit to your development
- Assume responsibility for acquiring or improving skills and knowledge
- Discuss your goals with your mentor
- Be open and honest on your goals, expectations, challenges and concerns
- Actively listen and question
- Build a supportive and trusting environment
- Seek advice, opinion, feedback, and direction from your mentor
- Ask questions!
- Be open to constructive criticism/feedback and ask for it
- Come to your meetings prepared with a clear idea of what topics or issues you want to address
- Take the lead on scheduling meetings
- Respect your mentor’s time and resources
- Apply what you learn from your meetings back on the job
- Keep your supervisor informed of the process and your progress