The mentee is the one who needs to absorb the mentor’s knowledge and have the ambition and desire to know what to do with this knowledge. The mentee needs to practice and demonstrate what has been learned. A mentee is the "gauge" to measure how interactive the connection between the mentor and mentee will be. This means that the mentee determines the capacity of the mentoring connection. The mentee decides upon the amount of help and guidance he/she needs. As well, the mentee should take the initiative to ask for help or advice and to tackle more challenging assignments.

This means that the mentee will be responsible to plan meetings, reach out with queries, take notes, and follow up.

Some guidelines to help make the most of this mentorship

- Allow your mentor to take the lead in the relationship, at least initially. Listen and respect the opportunities, limitations and format of the relationship he or she is able to provide for you. Always act with courtesy and respect towards your mentor. Don’t forget they work fulltime, so be happy with the time they can give you.

- Use active listening skills during discussions with your mentor. Be careful not to interrupt, unless you need to clarify a point and you see no other opportunity or pause. Take notes when appropriate, ask good questions and have a purpose for your questions.

- Prepare the goals and objectives you have for your career. Be prepared to ask for specific guidance and advice on your goals, plans and strategic ideas. The more specific you can be, the easier it will be for your mentor to help you.

- Take the initiative to ask for feedback. Feedback, although difficult to hear at times, is critical to your personal and professional growth and development. Demonstrate that you are open to hear new ideas and suggestions to bring out your best and overcome any blind spots. Get feedback on specific issues, for example, how you come across to others. Ask for specific details to ensure you understand specific behaviors. Tell your mentor how you prefer feedback (for example, direct, with humor, softened). Don’t get defensive. Thank your mentor for taking the risk to be honest with you. Remember, if your mentor was not invested in you, he/she would probably not take this risk. Honest feedback gives you an opportunity to improve yourself and help you to move towards fulfilling your potential.

- Always be considerate and respect your mentor’s time as you do your own. Be thorough, but succinct in your explanations, experiences and comments. Watch for clues that you may be going on too long. It is polite to ask directly if you are talking too long.

- Return e-mails promptly and be on time with commitments or meetings. If your mentor offers a specific time frame of availability, respect his/her wishes by following through. Only extend the time of your contact if your mentor initiates or insists to extend or complete a task or discussion. Let them know if you have exams or other commitments in advance.
• Seriously consider all advice or suggestions you receive. Arguing why the mentor’s advice would not work, can be construed as rude and close-minded.

• Demonstrate that you have followed advice or commitments for action at every opportunity, even if you have modified your plan. Pointing out that you used your mentor’s help and sharing outcomes is important.

• Express your appreciation for every form of assistance you get. Provide positive feedback, thanks as well as positive comments to him/her in front of others.

• Make only positive or neutral comments about your mentor to others. If you disagree with your mentor’s values, behaviors, or attitudes, discuss it with him/her directly. Respect your mentor’s confidence and trust.

• Assume the mentoring connection will be strictly professional. This does not mean you cannot be yourself, or you cannot be friendly. Let your mentor take the lead in establishing a more friendship-based connection. Do not intrude into your mentor’s personal life or expect to be close friends. If you have a cross-gender connection, any romantic involvement is inappropriate. Ensure your mentoring connection does not give the appearance of favoritism or inappropriate/romantic.

• Prepare yourself to move beyond your mentoring connection, once it has served its purpose. Be sure to end on a positive note.

• Keep the door open to return to your mentor for assistance or advice at a future time.

• Follow up with your mentor after termination to keep in touch, to share your progress and to continue to express your gratitude.

Specific Mentee Roles Include:

• Driver of Relationship: A mentee identifies the skills, knowledge and/or goals that he/she wants to achieve and communicates them to his/her mentor.

• Development Planner: A mentee works with his or her mentor to seek resources for learning by identifying people and information that might be helpful.

• Contributor: A mentee looks for opportunities to give back to his or her mentor.

• Life-long learner: A mentee takes full advantage of opportunities to learn.
Characteristics of an Effective Mentee:

- Positive outlook and attitude
- Eager and open to learn proactively
- Patient, responsive and respectful of mentor’s role and time
- Comfortable receiving objective feedback
- Works as a “team player”
- Comfortable being stretched out of a comfort zone

Responsibilities of the Mentee:

- Prepare a list of your career goals and objectives to share with your mentor.
- Establish, with mentor, your explicit goals and objectives for the relationship.
- Develop the Mentoring Agreement with your mentor.
- Commit to meeting with mentor on a regular basis. Establish how and when those meetings will take place. Tell your mentor how you prefer to get feedback.
- Complete progress reports and regularly re-assess needs.
- Be proactive in requesting feedback.
- Review agreements reached in the Mentoring Agreement at regular intervals of the partnership.
- Keep an accurate record of your development and progress.
- Read and listen to your mentor’s comments carefully and be open to different perspectives.
- Maintain the confidentiality of the relationship.