Tips for Mentors

The Mentor Role  (Daloz 1999)

• Support
• Listen—actively (empathically)
• Express positive expectations *(balances both sense of where mentee is and what mentee can become)*
• Serve as advocate
• Self-disclosure as appropriate
• Challenge
• Set tasks
• Model
• Provide a mirror
• Provide a vision for a satisfying and successful career

Traits of Successful Mentors (Johnson 2002)

• Intelligent
• Caring
• Humorous
• Flexible
• Empathetic
• Supportive
• Patient

Evaluating your Mentees goals

• Specificity
  o Has your mentee identified specific short and long term goals?
  o Are the goals definite and precise?

• Measurability
  o Are your mentee’s goals quantifiable in nature?
  o Has your mentee determined how to measure success?

• Work Plan
  o Does your mentee have an action plan to achieve their goals?
  o Has your mentee considered the outcome of achieving these goals?

• Reality Check
  o Are your mentee's goals realistic given the circumstances?
  o Has your mentee determined a completion date?
  o Can success be achieved within the time allocated?
  o Will additional resources or tools be needed to achieve success?

• Your Role
  o Is your role to advise, suggest or listen?
  o Will your mentee’s goals require you to provide something other than guidance?
  o How can you be most helpful to your mentee?

Mentors Dos & Don’ts

<table>
<thead>
<tr>
<th>Do’s</th>
<th>Don’t’s</th>
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<tbody>
<tr>
<td>• Listen actively</td>
<td>• Fix the problem</td>
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<td>• Support and facilitate networking</td>
<td>• Take credit</td>
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<td>• Teach by example</td>
<td>• Take over</td>
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<td>• Be aware of role conflict</td>
<td>• Threaten, coerce or use undue influence</td>
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<td>• Encourage and motivate mentee to move beyond their comfort zone</td>
<td>• Lose critical oversight— allow friendship to</td>
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<td>• Promote independence</td>
<td>cloud judgment</td>
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<td>• Promote balance</td>
<td>• Condemn (mistakes or lack of agreement are not</td>
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<td>• Rejoice in success and convey your joy</td>
<td>career altering disasters)</td>
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<td>• Encourage reciprocity</td>
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