



Skill Development

How to Be a Good Mentee

During your time as a mentee you will have great opportunities to take advantage of your mentor's experience as they guide you to be the best version of a professional in your field of interest. Use the following tips to get the most out of being a mentee. If you have any questions about finding a mentor or the mentoring process, please schedule a 30-minute career coaching appointment through [Handshake](#). We cannot wait to meet you!

Applicable Career Communities:



Tips & Reminders

- 1. Your mentor is volunteering to assist you:** They are taking the time out of their schedule to help you develop and grow. There must be healthy boundaries and respect in the relationship.
- 2. Be active in your learning:** Do not expect your mentor to do everything for you. They are more of a resource. You must take control/ownership of your learning. Absorb everything you can while you are with your mentor.
- 3. Develop trust:** Take the time to build rapport with your mentor. Get to know them as a person and professional. Use questions like "what are some of your passions outside of work?" and "what path did you take to get to where you?" You will both need to establish trust at the beginning of the relationship. Having trust will allow for open communication, which is important to the success of the mentorship.
- 4. Be respectful of their time:** Your mentor is most likely a busy person. Be aware of the time you spend with them.
- 5. Determine mentorship expectations early:** Set realistic goals and expectations for the relationship. In initial conversations make sure to touch on preferred method of feedback, the length of each meeting, and your overall goals so that the mentor can gain an idea of the type of guidance you are seeking.
- 6. Use your mentor's network:** By setting goals with your mentor it informs them of how they can assist you and helps them identify who in their network to connect you with. Be appreciative and respectful to the people they connect you with. The more people you have in your corner the better.
- 7. Get out of your comfort zone:** While working with your mentor do your best to

Want more? Connect with your Career Coach for personalized job search strategies!

@ASCareerSuccess

@ASCCareerSuccess

#ASCCareerSuccess

Career Success | 100 Denney Hall, 164 Annie & John Glenn Ave | (614) 292-6961 | asc-careersuccess.osu.edu | ascarer@osu.edu



push yourself out of your comfort zone. The best thing about having a mentor is that it's okay to fail, because they will be there to help you figure out what went wrong or to give constructive criticism on how to make things right. IT'S OKAY TO FAIL. It's how you respond to the fail that matters most.

8. Ask questions: The more questions you ask, the more you will learn from your mentor. Here are a few good starter questions:

- How do you successfully stay connected to key influencers who do not work in same office or geographical area?
- Where do you see my strengths and what should I focus on to improve?
- What is the best way to figure out the career path I want to end up with?

- What are some best practices when it comes to staying organized?

9. Be open to feedback: Your mentor would be doing you a disservice if they did not provide honest, and sometimes critical, feedback. Be open to being coached and stay receptive to feedback. If you close your mind off you will hinder the progress you could be making.

10. Don't be afraid to disagree: Do not feel like you have to agree and take every piece of advice your mentor gives you. If you disagree with something let them know. It will likely lead to a discussion with more value than if you simply nod your head in agreement. Watch "How to Disagree with Your Boss" with Ora Shtull, for some good tips.

Looking for a Mentor?

The ASC Match Mentor Program is open to any Arts and Sciences major in their 2nd or 3rd year at Ohio State. The program is designed to help students navigate their time at Ohio State while also learning valuable lessons from alumni who once sat in the same classes you did. Our alumni will be able to offer advice, answer questions you may have, and discuss the value of an Arts and Sciences degree in the current workplace.

Ideal mentees are those that will be able to:

- Meet face-to-face a minimum of two times with their mentor,
- Attend program-specific events throughout the academic year, and
- Complete program surveys and evaluations to allow us to continue to build this program

If you have questions about the Match Mentor Program, please contact Randy Dineen at dineen.2@osu.edu.

Want more? Connect with your Career Coach for personalized job search strategies!

 @ASCareerSuccess

 @ASCCareerSuccess

#ASCCareerSuccess