Guidelines and Expectations for a Successful Mentorship Experience

**Define expectations.** Mentors and mentees should discuss and agree upon how and at what frequency they will communicate and work together. Mentees should clearly communicate their goals and what they hope to accomplish through the project and with the mentor. Mentors should clearly communicate their availability in scheduling check-ins and in what capacity they can provide support or skill development.

**Value each other’s feedback.** Mentors and mentees should bring their unique perspectives and experiences to discussions, and they should benefit by learning from one another and considering new ways to approach challenging issues. Mentors and mentees should value, respect, and be responsive to each other’s feedback and time.

**Provide constructive feedback.** Mentors should help mentees set realistic expectations and provide honest feedback in a constructive and positive manner to allow for project progress. Mentees should be respectful of and consider mentors’ feedback.

**Work collaboratively.** Mentors and mentees should work together and brainstorm creative ways to approach project challenges. Mentors can offer ideas and share previous experiences. Mentees should consider mentors’ suggestions in a respectful manner.

**Take action.** Mentors should support, encourage, and guide mentees to consider the various options and to identify manageable actions. Mentees should consider the ideas provided by the mentors when taking action.

**Maintain contact.** Mentors and mentees should maintain contact, respond to emails, and continue check-ins as agreed upon. Mentees should ask questions and seek advice throughout the mentorship duration, and mentors should provide resources and guidance as appropriate.

**Stay positive and celebrate success.** Mentees should use advice to execute a successful project and build professional and leadership skills. Mentors should recognize the work mentees have done and progress that has been made. Mentors and mentees should celebrate successes and accomplishments for all the hard work both have contributed.