



Suggested Mentee Guidelines

For Mentees

Dealing with your Mentor:

1. The person who is to be your mentor will be given your contact information but it is up to you to initiate contact following the initial meeting at the orientation.
2. Try to meet in person if this is feasible at least once a month during the mentoring interval.
3. You will be asked for regular reports on how you think the process could be improved.
4. If business or other pressures make it impossible to continue, then advise your mentor and the Mentoring Program Coordinator. You are under no obligation to continue if you cannot see immediate value to your work.

Remember:

1. Think about what it is you want out of the relationship. Is it career advice, how to handle particular situations, improved networking, education advice or something else? Let your mentor know early what you want so they can be prepared.
2. Your mentor is there to help but it is your journey. If you don't feel comfortable with the advice given then use your own judgment. Your mentor should not feel offended or be upset.
3. If you feel the relationship is not working for you contact the Mentoring Program Coordinator as soon as possible.
4. Remember you are talking to someone outside your organization. Do not give out information that could be construed as company confidential.
5. You control the relationship. It is up to you to initiate each contact.
6. Always treat any contact with a stranger with care until you feel comfortable with the relationship. As in any situation, do not give out personnel details beyond those that are necessary to the task in hand.

If you have any questions, please contact:

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