



Suggested Mentor Guidelines

For Mentors

Dealing with your Mentee:

1. The person who you are mentoring will be given your contact information. It is up to them to initiate contact following the initial orientation meeting.
2. Try to meet in person if this is feasible at least once a month during the mentoring program 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 advise the Mentoring Program Coordinator who will find a replacement for you.

Remember:

1. You are there to help but it is not your journey. Do not be offended if your advice is not always followed.
2. Keep the relationship light and friendly. Do not add to the pressures that the person you are mentoring may already be under.
3. Provide advice and guidance only within your area of expertise. If you aren't sure refer the question to someone else in the Chapter.
4. You are part of a team. If you are in doubt about anything contact the Mentoring Program Coordinator who will either help or put you in touch with someone who can.
5. Keep all discussions confidential.
6. Discourage the giving of information that could be construed as company confidential.
7. Do not attempt to use your association to further your own business interests.
8. Declare any conflict of interest before it becomes an issue.
9. Proceed at a pace dictated by the person you are mentoring.
10. If you feel that the relationship is not working, for whatever reason, ask to have another mentor appointed.
11. Be prompt at returning calls or answering memos from the person you are mentoring.
12. 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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