

How to Be a Good Mentor and Mentee



Source: [A Field Guide for Post-Docs: How to be good MENTOR and MENTEE](#)

Mentor

- Set up regular meetings or check-ins
- Be available and communicative
- Be approachable and a good listener
- Share your experiences, knowledge, and your own academic and career story
- Listen to their expectations, concerns, and goals for the meeting
- Respect their opinions and experiences even when they are different than your own
- Help them build their social network by introducing them to others who are in the same field they are interested in
- Help them identify resources at the meeting that would help them reach their goal for attending the meeting
- When the meeting ends talk about whether you want to stay in touch in the future. It isn't necessary to stay in touch if you both decide not to, but it is helpful to know if the relationship has ended.
- Enjoy being a mentor and learning something new

Mentee

- Be respectful of your mentor's commitment – they are volunteers
- Be available and communicative
- Be approachable and ask questions
- Share your own experiences
- Set up regular meeting or check-ins
- Think about what your goals are for the meeting and what you want to get out of it
- Be prepared and come with questions for your mentor and/or have a copy of your resume or CV for review
- When the meeting ends talk about whether you want to stay in touch in the future. It isn't necessary to stay in touch if you both decide not to, but it is helpful to know if the relationship has ended.

