

Professional Mentoring At-A-Glance

The following is a list of ideas for making the most of your professional mentoring experience.

APPLY TODAY at: he.k-state.edu/mentoring

What could I gain by securing a professional mentor?

- Advice about careers in my field
- Help with resumes, cover letters and interviewing
- Guidance about what I can do now to prepare me for work
- Networking—helping me grow my professional network
- Internship advice and guidance
- Graduate/professional school advice
- Other: _____

What should our first conversation involve?

- Get to know one another; establish rapport
- Ask your mentor to share “their story”
- Let your mentor know what you hope to learn from them
- Share your goals and discuss how they can help you achieve them
- Ask your mentor what goals *they* have for the relationship
- Discuss expectations (i.e., will return phone calls or respond to emails within a certain time frame; be available when you say you will be, etc.)
- Establish the frequency of meetings and how you will connect (see *Agreement*)

How do I make the most of the relationship?

- It is up to you to initiate regular contact with your mentor
- Plan to connect with your mentor monthly and schedule meetings in advance
- Schedule meetings with our mentor monthly and prepare an agenda to help stay on track
- Utilize additional professional training and reading materials provided by the mentor or the mentoring program
- Journal regularly after each meeting so you know where to start conversation for the next meeting
- Reflect on the conversation and act on advice or suggestions your mentor shared

How do I ensure the relationship ends positively (upon graduation, school change, etc)?

- Thank them for the time they’ve devoted to the relationship
- Ask for permission to contact them in the future
- Update your mentor periodically on your progress
- Ask for help from the program director if you are unsure or need further suggestions