

## Tips for Mentors

### The Mentor Role (Daloz 1999)

- Support
- Listen—actively (empathically)
- Express positive expectations (*balances both sense of where mentee is and what mentee can become*)
- Serve as advocate
- Self-disclosure as appropriate
- Challenge
- Set tasks
- Model
- Provide a mirror
- Provide a vision for a satisfying and successful career

### Traits of Successful Mentors (Johnson 2002)

- Intelligent
- Caring
- Humorous
- Flexible
- Empathetic
- Supportive
- Patient

### Evaluating your Mentees goals

- **Specificity**
  - Has your mentee identified specific short and long term goals?
  - Are the goals definite and precise?
- **Measurability**
  - Are your mentee's goals quantifiable in nature?
  - Has your mentee determined how to measure success?
- **Work Plan**
  - Does your mentee have an action plan to achieve their goals?
  - Has your mentee considered the outcome of achieving these goals?
- **Reality Check**
  - Are your mentee's goals realistic given the circumstances?
  - Has your mentee determined a completion date?
  - Can success be achieved within the time allocated?
  - Will additional resources or tools be needed to achieve success?
- **Your Role**
  - Is your role to advise, suggest or listen?
  - Will your mentee's goals require you to provide something other than guidance?
  - How can you be most helpful to your mentee?

### Mentors Dos & Don'ts

Do's	Don't's
<ul style="list-style-type: none"> <li>▪ Listen actively</li> <li>▪ Support and facilitate networking</li> <li>▪ Teach by example</li> <li>▪ Be aware of role conflict</li> <li>▪ Encourage and motivate mentee to move beyond their comfort zone</li> <li>▪ Promote independence</li> <li>▪ Promote balance</li> <li>▪ Rejoice in success and convey your joy</li> <li>▪ Encourage reciprocity</li> </ul>	<ul style="list-style-type: none"> <li>▪ Fix the problem</li> <li>▪ Take credit</li> <li>▪ Take over</li> <li>▪ Threaten, coerce or use undue influence</li> <li>▪ Lose critical oversight— allow friendship to cloud judgment</li> <li>▪ Condemn (mistakes or lack of agreement are not career altering disasters)</li> </ul>