

RESPONSIBILITIES OF THE RJOS MENTEE

- The Mentee has the primary responsibility of maintaining the Mentor/Mentee relationship. It is also up to the Mentee to decide the capacity in which to connect with the Mentor. The Mentee decides how much help and guidance she needs.
- Show the desire to be a Mentee i.e., be receptive to learning, be open to advice, and develop a relationship with a Mentor.
- The Mentee should identify her goals and needs and share these with her Mentor. It is helpful if the Mentor is aware of all expectations.
- Expect guidance from the Mentor but she will not solve problems for the Mentee.
- Ask for feedback from the Mentor regarding performance and other issues. At the same time, be receptive to this feedback - it may not be all positive, but the Mentor is providing constructive feedback in order to be helpful. Listen and be patient.
- Don't be afraid to ask for advice.
- Always respect the Mentor's time. Understand there may be times when the Mentor cannot answer you promptly. In addition, be prepared prior to meeting with the Mentor - have all questions prepared and goals in mind and outlined.
- Be supportive of the Mentor - there may be times when she needs you as much as you need her - offer to help her.
- Follow through on referrals/contacts that the Mentor offers.
- Determine a time in which to end your Mentoring connection once it has served its purpose, but keep the door open to return to the Mentor for assistance/guidance in the future if necessary.
- Follow up with your Mentor in the future to update her on your progress/success.
- Thank the Mentor often for the time and effort she is giving to you.
- Return the gift that you have given by being a Mentor yourself in the future.