UNIVERSITY IT MENTORING PROGRAM

Definition
Mentoring is ultimately a voluntary activity
Mentoring is about building a two-way mutually beneficial on-going learning relationship
Mentoring is a naturally evolving process

Top 10 Mentee Behaviors
1. Ask for help on a specific project, or work on a project team together; always ask for specific information
2. Take the initiative; ask for specific advice and feedback; let your mentor know your interests and skills, as well as what you are working on in your day-to-day work
3. Produce high quality work
4. Show great ambition and enthusiasm on the job
5. Put in extra time; volunteer for extra assignments
6. Show loyalty and trustworthiness toward your mentor
7. Discuss with your mentor alternative strategies or perspectives for a project or idea
8. Think ahead of time what questions you would like to ask; come to your mentoring meetings with an agenda
9. Follow up; meet regularly with your mentor and let them know about the progress of the project, ideas you had earlier discussed with them
10. Have fun!

Mentoring is not about teaching the caterpillar how to fly; it’s about creating an opening for it to see the possibility.

Mentoring Best Practices
☐ Debrief one another on meetings, projects, events; share observations
☐ Brainstorm about projects and tasks
☐ Role-play situations
☐ Share tools and processes (e.g., templates, assessments, documents)
☐ Challenge each other on assumptions
☐ Question each other
☐ Give each other feedback
☐ Discuss topics such as career planning, professional development, skill and competency development, academic advancement, relationship building, networking/creating connections, communication, social graces, etc., as raised by the mentee and agreed upon by both mentor and mentee
☐ Maintain confidentiality

UIT Mentoring Program Time Commitment = 9 hours min
All group meetings attended by all mentors and mentees

Kickoff Meeting (1 hour)
Mentor/Mentee Meetings (6 hours total)
First meeting (1 hour long) should occur within 2 weeks of Kickoff
Frequency: 1:1 meetings (1 hour long) should occur once a month
Midpoint Social Event (1 hour)
Closing Meeting (1 hour)
+ 2 OPTIONAL Group Meetings

TIP SHEET FOR MENTEES

Mentoring is not about teaching the caterpillar how to fly; it’s about creating an opening for it to see the possibility.
MENTEES ARE EXPECTED TO:

- Engage enthusiastically in the mentoring opportunity
- Take charge of his/her own development
- Identify initial learning goals
- Initiate periodic update meetings
- Seek and provide feedback
- Allocate time and energy
- Follow-through on commitments or renegotiate appropriately

Characteristics of Effective Mentees

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<thead>
<tr>
<th>Motivated</th>
<th>Appreciative</th>
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<tr>
<td>Takes initiative and is self-directing</td>
<td>Eager to learn and open to new ideas</td>
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<tr>
<td>Proactive and resourceful</td>
<td>Willing to take risks</td>
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<td>Introspective</td>
<td>Has a positive attitude</td>
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<td>Self-disciplined</td>
<td>Is open to receiving feedback about skills and behaviors; is able to integrate feedback and act on it</td>
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<tr>
<td>Enthusiastic</td>
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<tr>
<td>Communicative</td>
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MENTEES ARE NOT EXPECTED TO:

- Be an expert
- Know all the questions s/he should ask
- Get things right the first time
- Fit all learning into one mentoring relationship
- Look to the mentor for all answers about their work
- Be submissive in their mentoring relationship
- Develop a friendship with the mentor

Mentoring is a brain to pick, an ear to listen, and a push in the right direction.

John Crosby