

## What is a Mentee?

A mentee is someone who has identified a specific personal or professional goal and who believes that the guidance and help of a mentor — and being held accountable to the mentor — can help them achieve their goal. A mentee should absorb the mentor's knowledge and have the ambition and desire to know what to do with this knowledge. As a student, the mentee needs to practice and demonstrate what has been learned.

## How to be a Successful Mentee

Successful mentoring should be a mutually beneficial experience for both the mentor and mentee.

**Be authentic and open.** A mentee should be an active listener, able to reflect on growth and deliver on promises, interested and able to value differences, prepared to give and receive feedback.

**Always prepared.** As a mentee, make sure that you are prepared when you meet with your mentor and drive the agenda. You should always have specific questions and ideas in mind (i.e., What is the best book on leadership that you would recommend to a young professional? What is the most powerful learning experience that you have encountered in the field? What is one skill that you wish you learned early in your career?). Additionally, come prepared with expectations and goals.

**Actively listen.** At first, allow your mentor to take the lead and listen. Respect the opportunities, limitations and format of the relationship they are able to provide for you. Always act with courtesy and respect towards your mentor. Use active listening skills during discussions and take notes when appropriate.

## Qualities of a Mentee

- A willingness to learn about oneself
- A willingness to learn from others' experience
- Commitment to personal and professional growth
- Strong interpersonal skills
- Good listening skills
- An ability to learn
- An open mind
- A willingness to try new things
- An ability to accept feedback and learn from it
- Patience and ability to take a long-term view
- Strong communication skills
- Flexibility
- Respect for other people's time and effort
- Realistic expectations
- A strong work ethic
- A strong initiative
- A clear commitment to being mentored
- A willingness to take responsibility for their career
- Openness
- Honesty
- Trustworthiness