

Mentor Best Practices

“A mentor serves as role model, coach, broker and advocate. All of those defining roles require key characteristics to include a positive view of others, a reliable source.”

Review the Mentor Best Practices document below and click on the link at the bottom of the page to “Become a Mentor”.

What mentors typically share with mentees

- Professional experience
- Industry trends
- Advice for defining and reaching goals
- Recommendations for additional education or development
- Job interview tips and resume reviews for students
- Academic guidance for students

What mentors typically do not provide mentees

- Supplemental tutoring with school projects, papers, and research
- Internships or job offers
- Technical consultancy

There are many other SPE resources for young professional and student members on the SPE website at <http://www.spe.org/> or by visiting the Resource Page on the eMentoring website at <https://ementoring.spe.org/p/p1/resources>.

How are the matches made?

Both mentors and mentees begin the process by completing a profile. Registered mentees can search by a variety of criteria, such as area of expertise, type of company, gender preference, and country. The eMentoring system will display a list of available mentors who closely meet the mentees requirements. After carefully reviewing the mentor profiles, the mentee will submit one request to the mentor of his/her choice. The mentor will receive a notification via email with a link that will allow him/her to log in to the system to access the mentee's profile and review the "Mentor Request". The mentor will be able to respond by accepting or rejecting the request within 14 days.

Suggestions for effective mentoring

- Keep in frequent contact with your mentee (one-two times per month).
- Be inspirational.
- Be an active listener.
- Share similar experiences.
- Provide corrective feedback in an encouraging manner.
- Demonstrate interest, helpful intent, and involvement.
- Establish rapport by showing a personal interest in your mentee.
- Begin by focusing on your mentee's areas of strength.
- Be available and keep your appointments.
- Hold your mentee accountable for commitments and goals. Follow up frequently.
- Continuously evaluate your mentoring and adjust your style as needed.

Suggestions for effective online communication

- Create meaningful subject lines.
 - Ensures recognition of your message's importance.
 - Provides a clear idea of the topic you want to discuss.
- Compose clear, concise messages.
 - Maximize comprehension in minimal time.
 - Review to ensure your message communicates your intended ideas.
- Agree on terms of communication.
 - Mutually decide when, where, and how to communicate.
 - You may use more than one mode of communication.

Networking

- Talk about the impact networking has had on your career.
- Provide advice on starting conversations and communicating in different settings.
- Be supportive and build on your mentee's comfort level with networking.
- Encourage your mentee to get involved in an SPE chapter or section.

What if my mentee doesn't know what to ask?

Mentees, particularly university students, may not know how to initiate a mentoring relationship. Use these suggestions to help open dialogue:

- Share your professional experiences, including successes and challenges.
- Listen to the mentee's challenges and offer solutions, guidance, and tips.
- Discuss upcoming SPE activities and events and encourage participation.
- Provide mentee with resources for reading and research.
- Provide professional development guidance including feedback and career goal setting.

Suggested questions to initiate conversations with your mentee:

- Which career path interests you and why?
- Have you set any short-term or long-term goals?
- Tell me about some of your successes. What made you successful?
- What are some of your challenges? Is there a common theme in these challenges?
- What can you do differently to meet those challenges?
- How can I help you?

What if I cannot answer my mentee's questions or he/she has unrealistic expectations?

Encourage mentees to take advantage of all of the resources available to them as a student or young professional on SPE.org. Contact ementor@spe.org if the mentee has unrealistic expectations about technical consultation, job, or internship offers or assistance with school projects, papers, or research. The eMentoring Program Specialist will explain the purpose of the eMentoring program to your mentee.

What if my mentee doesn't respond to my emails or communications?

Emails can often be caught in spam filters. To make sure you are receiving all communications regarding the program, add *chronus.com as well as your mentee's email address to your emails safe sender list. If the problem continues, contact ementor@spe.org for assistance.

What if we are not a compatible match?

You may discontinue your relationship by contacting the eMentoring Program Specialist at ementor@spe.org for assistance.

What do I do when my connection term is over?

You will receive a brief survey regarding your experience. If you and the mentee agree to continue the relationship, the mentee will have the ability to send you another request or you may contact the Administrator at ementor@spe.org. If you do not choose to continue the relationship, you will be notified via email when another mentee sends you a mentoring request.

I agree with the terms of this program and would like to begin the process of registering and become available to future mentees. [Become a Mentor](#)