

Mentee Best Practices

“Mentees should be goal-oriented, willing to initiate a positive learning experience, are eager to accept new challenges, and accept personal responsibility for their success or failures.”

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

What mentees typically learn from mentors

- 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 do not provide mentees

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

There are many SPE resources for [young professional](#) and [student](#) members on the SPE website 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 an area of expertise, type of company, gender preference, and country. The eMentoring system will display a list of available mentors who closely meet the mentee's 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 into 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 a successful mentoring relationship

- Make *chronus.com a safe sender in your personal email options so you can receive notifications from the SPE eMentoring platform.
- Be committed for six months, communicating with your mentor one-two times per month.
- Convey your needs and goals to your mentor.
(e.g., competency/knowledge development, career advancement, leadership skills)
- Discuss a variety of approaches to accomplishing your goals.
- After completing each discussion session, write a summary to form new action items.
- Plan ahead to make sure your communication with your mentor is thorough and productive.

There are likely to be times in your mentoring relationship when progress slows and you need to re-energize.

- Revisit your goals. Are you on course?
- Try to determine if you could have done something better?
- Take responsibility for driving success in the relationship.

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 Tips

- Networking is vital to your professional success, but it's a learned skill that takes time and practice to develop. Take an important step to becoming an effective networker by talking with your mentor.
- Discuss the impact networking has had on your mentor's career.
- Get advice on starting conversations and communicating in different settings.
- Learn how to build your networking skills and confidence over time.
- Ask about the value of networking through your SPE chapter or section.
- Don't Lose Sight of Your Goals

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

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

What if we are not a compatible match?

Contact the eMentoring Program Specialist at ementor@spe.org, with details regarding why you do not think your mentor is a compatible match.

What do I do when my connection term is over?

After the relationship has ended, you may select another mentor, or send your mentor another request to continue the relationship. If you have any questions please contact the program administrator at ementor@spe.org for assistance.

I agree with the terms of this program and would like to begin the process of registering and searching for a mentor. [Request a Mentor](#)