

Mentor Best Practices

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/>

Suggestions for effective mentoring

- 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.
- Keep in frequent contact with your mentee (1-2 times per month).
- 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 program administrator 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 ementor@spe.org as well as your mentee's email address to your contact book. If the problem continues, contact ementor@spe.org for assistance.

What if we are not a compatible match?

Please notify your mentee that you are discontinuing the relationship as you do not feel you are a compatible match. You can discontinue your relationship by logging into the eMentoring system at (provide link) or contact the system administrator at ementor@spe.org for assistance.

What do I do when my one-year term is over?

This program is designed to match you with a mentee for a one-year period. 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, which you can accept or reject. If you do not choose to continue the relationship, you will be notified via email when another mentee sends you a mentoring request.