

Mentee Best Practices

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 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 a successful mentoring relationship

- 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.

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**

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.

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 ementor@spe.org as well as your mentor'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?

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

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

This program is designed to match you with a mentor for a one-year period. 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.