

Tips for Good Mentoring
Be realistic about time commitment and mentoring abilities.
Make sure mentoring relationship is built on respect and good communication.
Be a problem solver (although know you don't have to solve every problem).
Be an active listener; learn your mentee's motivations and drive.
Be honest, clear and direct when offering guidance.
Do not violate your mentee's trust.
Be fair, flexible and reliable.
Celebrate your mentee's successes.
Help your mentee set SMART goals.
Be a role model; share your stories.
Ask your mentee to reflect; role model self-reflection.
Address the mentee's anxieties, fears and worries.

Tips for Mentees
Know what you are looking for and asking from your mentor.
Seek a mentor who matches your goals and interests.
Be realistic about your time commitment.
Be an active listener; be willing to learn from your mentor's stories and experiences.
Set an agenda for your meetings.
Ask questions!
Reflect on your strengths and areas for growth.
Share your accomplishments.
Say thank you for the mentor's time
Be reliable and honest.
Accept criticism.
Take initiative and follow through.