



Top tips for mentees

Have a plan

- Be realistic in your expectations of how much time and support your mentor will give you. Our mentors are volunteers with busy lives – many have demanding jobs, families and other commitments.
- Your mentor's time is valuable, so show them that you value it. Follow through with appointments made; avoid sending too many requests in a short space of time; and try to make progress independently in the times between your conversations.
- Above all, remember to thank your mentor regularly and to tell them about your successes as well as your problems. Your gratitude and evidence of your progress will encourage your mentor that the time they spend with you is well spent.

Set objectives together

- Mentoring is most effective when it has a clear set of goals that it can be directed towards, especially early in the relationship. Work together with your mentor at the beginning of your contact to make some [SMART objectives](#). Then make a simple plan for working towards those objectives.
- If you do define objectives, make sure you review them regularly together. Be sure to acknowledge what you have achieved together and what the next steps should be.
- [‘Tracking My Mentoring Journey’](#) document can be helpful to frame your time with your mentor. If you wish to receive a Mentoring Certificate of Completion complete and submit this document with your mentor's co-signature by a specified date in March.

Take the lead

- As a mentee, you are expected to lead the mentoring relationship and make sure it keeps progressing. Your mentor is your guide and helper. Remember be proactive – request their help when you want it and keep them up to date with your progress.
- If you need help taking the lead or are unclear what you want from your mentoring relationship make an appointment to meet with your Careers Consultant through MyCareer.

Let them know when you will be away

If you know you will not be in contact with your mentor for a while, make sure you tell them first. Otherwise, they may feel you have lost interest in mentoring and might even choose to end the relationship.

Use other sources of help and advice

- In addition to your mentor, you should make the most of the College support that you have access to.
- **For students** – your careers consultant can help you make the most of mentoring, make an appointment through MyCareer. Find out other ways the [Careers Service](#) can help. [Trinity Student Services](#) offer a wide range of supports including disability, health, finance and counselling.
- **For alumni**- you can avail of the Careers Service, see [Policy on Services to Graduates](#) for more information. Please also contact the [Trinity Development and Alumni](#) for further information.