



## How to Be an Effective Mentee

The core of a mentoring relationship is conversation, whether by email, phone, video or face-to-face. Many mentors are willing to provide practical help such as reviewing your CV/ LinkedIn profile/ application or interview practice others are willing to support you on an ongoing basis.

To be the best mentee you can be we encourage you to follow these guidelines:

### Flash mentoring:

- **Be specific**, clear and brief in your request so your mentor can respond accordingly
- **Activities can include:** sending a message, requesting a brief conversation by phone or online on a topic e.g. a mentor's day to day job role, requesting a CV/LinkedIn review

### Longer-term mentoring:

- **Do not assume that all mentors can offer the same types of support-** some mentoring relationships are carried out entirely by Skype/ Zoom
- **Set objectives with your mentor-** choose a few that are Specific Measurable Achievable Relevant Timed (SMART)
- **Reflect on the attributes you have and what you need-** [Trinity's Guided Reflection Tool](#) can help you to reflect in a structured way and could be the basis for a meeting with your mentor
- **Review your progress-** each time you meet set aside time to reflect on what you have achieved to date
- **Track your progress** on the document "[Tracking My Mentoring Journey](#)". For students to be eligible to receive the Dean of Students Mentoring Certificate of Completion, you must complete at least three meetings with your mentor (face to face/ video). When completed, co- sign the document with your mentor and you submit it to MyCareer by a specified date in April
- **Ending the mentoring relationship-** either your mentor or you can decide to end the relationship. Please talk to your mentor before ending the relationship
- **Attend the Mentoring Celebration event**

### Generally:

- **Adhere to the mentee guidelines and the mentoring principles for mentees-** a requirement to engage in mentoring
- **Mentors commit to responding-** If you don't hear back from a mentor send a reminder message 7 days later. If you still don't hear back let [alumni@tcd.ie](mailto:alumni@tcd.ie) know. We want to ensure that alumni on the database are responding to you.
- **Take the lead-** you are expected to be proactive in the mentoring relationship and ensure that you are progressing. If you need help with this make an appointment to meet with your Careers Consultant on MyCareer
- **Thank** the mentor for their time
- **Complete the mentoring feedback survey**



- **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.

## Commitment Level

We recommend that you engage in one mentoring relationship at a time. Be realistic in your expectations of your mentor and be reasonable about how much time you want from them.

What form mentoring support takes depends on what your specific needs are and what the mentor has the time and ability to offer.

- Flash mentoring is a series of brief once off interactions with one or more mentors where you commit to keeping your communication succinct.
- Longer-term mentoring is a longer commitment. A guideline is to aim for about three meetings of about an hour's duration over a six-month period. In addition, you may engage in e-mails exploring your career questions/concerns. You are in control of how much time you give to mentoring; it is important to communicate your commitment level to your mentor. Students applying for the Dean of Students Mentoring Certificate of Completion demonstrate a high level of commitment.

For more on managing and ending your relationship see the Mentee Guidelines.

**Source:** Mentee Guidelines 21/22