



## Guidelines for Mentees

### Desired attributes

Mentees should be:

- Interested in learning from the experience of others
- Respectful of the time of the mentor
- Willing to prepare for mentor discussions and implement agreed outcomes
- Reliable and trustworthy to maintain confidentiality
- Realistic about the role of the mentor (eg do not expect the mentor to provide access to his professional networks)

### Suggested techniques

#### *Provide background*

Take the time to provide your mentor with a full description of your background and interests, and your reasons for wishing to be involved in the mentoring program.

#### *Prepare*

Consider your own career options and identify the likely junctions where you will have to make key choices.

#### *Ask for examples*

Ask the mentor for any relevant examples from his own experience and how he approached individual decisions.

#### *Record key points*

Do write up meaningful notes after each mentor discussion, and record your progress in implementing agreed outcomes.

#### *Courtesy*

Ensure meeting arrangements are clear and agreed well in advance with the mentor. Do write to the mentor after each meeting and thank him for his time.

### Confidentiality

Mentees are obligated to maintain the confidentiality of any information provided to them by the mentor. This is an important prerequisite to create an open environment for the mentoring discussion.

### Support

If you wish to raise any issue about the mentoring program, or withdraw from the program, please contact Ms Judith Mein of the Old Melburnians at the Lodge on (03) 9865 7682.

What should keep me up at night?

What do you wish you knew at my stage of your career?

What used to be your biggest weakness?

What does work/life balance look like for you?

What is a typical day like in your job?

What was your biggest fear and how have you overcome it at work?

Who has mentored you? And what impact has that had on you?

Why did you decide to be a mentor?

What do you hope that I will get out of this relationship?