




PAA MENTOR
PROGRAM
Guide for
Mentees



Welcome to the PAA Mentor Program

- Congratulations! You have made an exciting commitment through the Pancretan Association of America to benefit from a professional mentor.

A Mentee's Role

- As a mentee your role is to take the initiative for your own development and make the most of available learning opportunities.
- You are responsible for devoting your time to the mentoring relationship with on-going interaction with your mentor.
- Mentoring is a journey mentors and mentees embark on together and both have a responsibility to create a committed, mutually beneficial relationship.

Potential Benefits to being a mentee

- Receive wisdom and advice
- Have an objective person with whom to discuss problems/concerns
- Receive support and encouragement for combining career and family
- Have a role model
- Receive assistance with long-term career planning and direction
- Receive help with clarifying career goals and course of action
- Receive good advice and practical help for obtaining additional training
- Receive general constructive criticism and guidance
- Introductions to significant people in your field
- Make more of your strengths and exploit your hidden talents

Effective Mentees

- Recognize that mentors and mentees are equal and become united through a partnership.
- Make a personal commitment to be involved with another person for an extended time
- Recognize that relationships take time to develop and that communication is a two-way street
- Listen and accept different points of view

Effective Mentees

- Set and accomplish goals
- Take initiatives
- Are curious about what they do not know and ask for assistance
- Accept Personal Responsibility

Who you will be your mentor

- You will be connected with a PAA member, or an individual who has expressed an interest in being a mentor.
- Mentors are assigned to mentees based on availability and compatibility.

How to begin

- Complete the application to participate in the program.
- You will be sent via e-mail the Mentee Guide Powerpoint & Mentee Disclaimer to review.

Mentee Disclaimer

- Read and sign the Mentee Disclaimer.
- Scan and send to mentorprogram@pancretan.org
- You will now be cleared to participate in the program.

Then you are on your way!

- You will then be assigned a mentor
- Your mentor will be in contact with you within one week of your assignment to each other to begin the mentoring process

First Mentor Contact:

- During the first interaction, you will be interviewed by your mentor using the Mentee Introduction Questionnaire
- You should be prepared to express your goals and expectations
- Arrange a meeting schedule with your mentor if possible

Mentee Introduction Questionnaire

- What do you want from this mentorship experience?
- What professional goals both short term and long term do you have?
- What are your strengths?
- What are your major needs?
- How will we communicate?
- How will we know when we have finished our work together?
- What is important to know about your personal life?

After the Introduction call...

- Individually sign the Mentoring Partnership Agreement & scan and send to mentorprogram@pancretan.org

Helpful Ideas

- Create an action plan to help guide your discussions and set new goals.
- If interested, establish a place to share information. Google Doc's or Evernote are 2 examples of places that information can be stored between a mentor and mentee.

How to make the most of the Mentorship process

- Use active listening skills during discussions with your mentor. Take notes when appropriate, ask good questions and have a purpose for your questions.
- Prepare the goals and objectives you have for your career. Be prepared to ask for specific guidance and advice on your goals, plans and strategic ideas. The more specific you can be, the easier it will be for your mentor to help you.
- Take the initiative to ask for feedback.
- Always be considerate and respect your mentor's time as you do your own.

Pitfalls to Avoid

Problem	Possible Solution
Our discussions are very shallow.	Check and ensure that the goals and objectives of the relationship are clear and fully understood. Ensure that there is a sufficient level of challenge and reflection during the meetings.
We seem to have run out of steam.	Review the goals of the relationship and decide if there is a need to continue.
Meetings keep getting postponed.	Discuss and agree to better ways of managing time. Check how committed both parties are to the relationship.
We don't have much rapport.	Recognize and tackle the problem by trying to build better rapport. Agree mutually to withdraw from the relationship if rapport cannot be established

Program Requirements:

- Check in's are required 1x per week at a minimum with your mentor.
- Mentees are asked to submit a mentee report by the 10 of each month to the Mentor Committee. The mentee report can be found on a link on our website.

Effective Closure of the Mentorship process

- Once you have been working with your mentor for 3 months, you will be encouraged to reassess the relationship to ensure its continuing relevance. There is no requirement to continue the relationship beyond this time unless you and your mentor wish to do so informally.
- Complete the end of program survey to be submitted to your program coordinator. This will be sent to you via email to complete.