

## The Mentorship Mindset: Reminders and Advice for Both Mentors and Mentees

**Establish an agreement/set expectations.** When matched, mentors and mentees should immediately establish a set of expectations for the mentorship relationship by completing the Northwestern Network [Mentorship Program Agreement Form](#). The agreement asks mentors and mentees to list their goals for the relationship, which is a critical component to the success of a mentorship relationship. Learn more about setting your goals by visiting these Goal-Setting Resources: [Brainstorming Your Goal](#), [What Is a SMART Goal?](#), and the [Goal-Setting Worksheet](#). The agreement form and the goal-setting resources can be found in the [Resources section](#) of the platform.

**Meet in person when possible.** We encourage you to meet face-to-face whenever possible. In-person discussions tend to be the most meaningful and impactful for both parties. If and when you are not able to meet face-to-face, we encourage mentors and mentees to connect via webcam using services like Skype, FaceTime, or Google Hangouts.

**Strive for mutual benefits.** A mentorship relationship, when done right, is mutually beneficial for both parties. The key to achieving this is taking the time to be thoughtful and upfront about your needs and expectations for the relationship. Both the mentor and mentee should spend time thinking about what they want out of the relationship and share that with each other.

**Commit to confidentiality and honesty.** Mentors and mentees should commit to maintaining an environment of confidentiality. This is a critical component in building trust and rapport between one another. In order to truly develop as an individual, committing to honesty and transparency is critical; admitting your mistakes and limitations as a professional will help you to learn from your mistakes and grow from them.

**Take goal-setting seriously.** We cannot stress enough how important it is to articulate clear and measurable goals. Setting thoughtful, clear, and measurable goals is critical to the success of a mentorship partnership because goals give you something toward which to strive. Goals also enable you to measure the success of the partnership. Achieving your goals should be what drives the relationship forward and checking on your progress should be something that you do in every interaction or meeting. Take the goal-setting process seriously and use the resources offered in the [Resources section](#) of the platform, including: [Brainstorming Your Goal](#), [What Is a SMART Goal?](#), and the [Goal-Setting Worksheet](#) to help facilitate the process of writing goals.

**Share feedback/ideas about the program.** You should expect to hear from the NAA periodically asking for updates on your progress. As this is a new program, we hope that you will take every opportunity to share your experience and suggestions for improvement. You are encouraged to reach out to us anytime at [mentor@northwestern.edu](mailto:mentor@northwestern.edu).