



**UCLA**

**ALUMNI MENTOR**  
PROGRAM

## **Making the Most of Your Mentorship**

### **Mentor**

- Be invested in your student's academic, career and personal development. Get to know your student (e.g. how they work, their goals, their strengths, and their areas for growth) while maintaining respectful boundaries.
- Share your knowledge, experiences, and insights, but remember that you are not expected to be an expert about everything nor secure them a job or internship. Connect your student to resources if you aren't sure of the answer.
- Build them up. Mentors should help build confidence in the student's abilities, and support their goals. Provide constructive criticism in a caring way.
- Stay engaged with your student. The number of times you meet with your student is up to each pair, but we encourage you to connect at least once a month and maintain communication with your student. If you are not able to meet often, let your student know ahead of time in order to establish clear expectations.
- Be open to learning from your student. Learning is a two-way street in mentoring relationships, and the relationship can be just as fruitful for the mentor.
- Listen well. Be attentive and actively listen when you converse with your student.

### **Sample questions / topics to discuss with your student:**

- What are some of your career goals?
- What skills / knowledge are you hoping to develop?
- What is preventing you from achieving your goals?
- What are some areas for improvement that you wish to develop?
- What will you do differently to meet those challenges?
- How can I help? Where do you feel you need the most help?

### **Sample questions / topics your student could ask you:**

- How do you spend your time?
- Looking back on your career, what advice would you give your younger self?
- Now that you know more about me, what would you do if you were in my position?
- What used to be some of your biggest weaknesses?
- What are you most proud of?
- What professional organizations are you involved with and in what ways?
- Is there anything I can do to help you?
- Based on my interests, with whom else would you recommend I connect?

**Activities** – below you will find a list of suggested activities to explore with your student:

- Virtual Coffee or Lunch
- Resume Critique
- Mock Interview
- Job Shadow
- Professional webinars or online events
- Introduction to Colleagues

<b>Strategies for an Effective Mentoring Conversation</b>		
<b>Activities</b>	<b>Mentor's Responsibility</b>	<b>Student's Responsibility</b>
Come prepared	Learn whatever you can about your student before your initial meeting.	Learn whatever you can about your mentor before your initial meeting.
Talk about the big picture	Recount your own mentoring experiences to your student. Explain what worked and what didn't.	Listen and ask questions.
Discuss the student's needs	Ask questions and listen.	Explain where you are and where you would like to be and how mentoring can help.
Seek mutual agreement on goals and expectations	Explain what you can and what you cannot do.	"This is what I hope to achieve through this mentoring relationship."
Seek agreement on responsibilities	<i>"I will do _____"</i>	<i>"I agree to do _____"</i>
Set a timetable	"Let's work on this for one month. Then we'll review progress and determine if we should continue."	"Let's work on this for one month. Then we'll review progress and determine if we should continue."
Agree on meeting times and who will set them	Provide days and times that work for the student.	"I will take responsibility for finding dates and times that also fit into your schedule."
Agree to be candid	"If this mentorship isn't producing the results you expect, or if you disagree with my advice, please say so. Our time is valuable."	"I will tell you if this mentorship isn't producing the results I hoped for. I understand that our time is valuable."