Remain Flexible
• Remember what it was like to be a college mentee. Consider sharing how you managed your time with so many competing priorities. This may be your mentee’s first interaction with a professional so give constructive and encouraging feedback so they can learn from their experience. Allow for change as the mentor experience develops.

Be Responsive
• If you become very busy and are unable to talk, be honest and timely with your mentee about your commitments. Reschedule your conversations or send a brief note explaining your situation if adjustments need to be made.
• If you live outside of Los Angeles, share with your mentee the best way to communicate via Skype, Facetime, email or phone versus text.

Listen Actively
• Listen to your mentee’s needs.
• Try to understand their strengths and weaknesses and give the best advice you have to offer.
• Try not to tell your mentee what to do but offer your perspective and guidance.

Respect Boundaries
• Get to know your mentee on a personal level while maintaining professionalism.
• Meet in public places that are easy to access and in safe locations.

Share your stories
• Your mentee will gain knowledge and understanding by you sharing your story with them keep it professional.
• Be open to sharing your mistakes and failures too, as these are often where our biggest lessons are learned.

Ask Open Ended Questions
• Give your mentee a chance to think about their needs, values and passions by asking open-ended questions. This will help you understand as well.
• It’s also a great way to get your mentee to think through situations themselves and draw out the consequences of the various choices or courses of action they can take.

Acknowledge Achievements
• Acknowledge and show enthusiasm for your mentee’s achievements. Your recognition will build their confidence.

Ask for Assistance
• Feel free to contact us at any time at mentorship@thinkla.org to assist you. We are here to help you with your mentorship experience.
SUGGESTED ACTIVITIES

• Resume and Cover Letter:
  Share your resume and cover letter. Review and critique your mentee’s resume and cover letter.

• Interview Skills and Strategies:
  Conduct a mock/practice interview together.

• Social Media:
  Discuss how your company or industry uses social media to communicate with clients.

• Networking Skills Activity/Professional:
  Network Associations Discuss the importance of and tips for networking. Attend thinkLA networking and social events with your mentee to help him/her practice networking.

• Job Shadow Day:
  When feasible, arrange for your mentee to visit your work site and shadow you for a day

• Informational Interview:
  Set-up a time to allow for your mentee to meet other colleagues in your office for an informational interview.

• Lunch with Professional Colleagues:
  When feasible, invite your mentee to a lunch meeting with colleague/s.

• Business Lunch/Dinner Etiquette:
  Practice business dining etiquette together during a lunch or dinner meeting.

• Technology:
  Discuss how your company or industry uses technology to communicate with teams or clients. What type of technology is used e.g. Skype, WebEx, Google Hangouts?

• Industry and Office Culture:
  Discuss industry and office cultures.

• Personal Branding Review:
  Review your mentee’s LinkedIn and/or Facebook profiles and provide suggestions on how to improve their online professional brand.