Mentee Guidelines
Mentors can provide incredibly useful support and guidance for learning how to navigate graduate school and fellowship applications. It is equally important that you take some time and consider your role in the mentoring relationship before meeting. Below are some guidelines and tips for you to consider to get the most out of this mentoring program.

Getting Started

1. **Introduce yourself.** When you receive your match, please reach out to your mentor and help set-up your first meeting. We have provided a mentor-mentee agreement form for you to fill out together during the first meeting. This will help you and your mentor establish a mutual understanding of the commitment and specify modes of communication and response times.

2. **Set mutual expectations of time and work commitments at your first meeting.** We have provided a meeting and application tracker to map out deliverable timelines and set meeting frequencies and times. We suggest ending each meeting with set dates for the next meeting.

3. **Track, manage, and set action items.** Before each meeting, consider what your goals are for the meeting and establish deliverables together. This is important because your interactions with your mentor are strictly virtual. The graduate school meeting planner and application trackers (linked above) will help keep both mentees and mentors on track. These also are useful ways to map out longer-term goals; for example, if you know your application is due in December, you can back out deadlines for your deliverable (ex., personal statement) and associated edits so that they work cohesively with the final deadline.

General Tips

1. Realize that your mentor does not know everything. They have volunteered their time because they value your professional development. We recognize that this process may be entirely new to you (this is precisely why we created GEMS!).
We find that mentoring relationships are best viewed as networks (see here to fill out your own!) - with nodes that you can grow and nurture as you move along in your professional and personal development pathways. You can think of your mentor as filling one node of a complex network map; they will not have answers to all of your questions.

2. **Plan ahead and set goals.** It's important that you plan ahead. You have the opportunity to interact and learn from someone who has been through the entire process before! Leverage this time and come prepared with your personal goals and questions. Please know that your mentor is not responsible for finding programs or fellowships for you, writing your applications, etc. You should think about what kind of help you want (feedback on a specific fellowship application) and what types of questions you have.

3. **Be understanding and follow through.** Recognize that your mentor is human, and clear communication is important. With that said, if you feel that your mentor is not effective or the 'right' fit for your needs, then please reach out to us and we will do our best to match you with someone else.