



Mentee/Mentor FAQ Sheet

MMC Department of Medical Education

Educating Tomorrow's Caregivers

We want mentors and mentees to have the best experience possible. Please take a look at these tips and suggestions prior to your first meeting.

MENTEE

Expectations while menteeing:

- Set goals and discuss with your mentor what you want to accomplish during your menteeing experience. As you work toward your set goals, think of keeping track of your progress to look back on!
- Turn off your cell phone.
- Make sure to address all health professionals as Mr., Ms. or Dr. They may tell you to address them by another name, but until then, continue to use their titles.
- Stay positive, and express eagerness.
- Always show appreciation and gratitude throughout your menteeing experience.
- Attend any events or activities your mentor finds significant for you. Look for opportunities and experiences that may enhance your learning – try to get the most out of your menteeing experience!
- Understand what information needs to remain confidential and what information does not.
- Meet regularly with your mentor. Make sure to sustain great communication between you and your mentor. Communication is everything.
- Be respectful towards your mentor at all times, especially if you both do not share the same viewpoints.
- Remain accountable, especially for meetings. If you have to cancel a meeting, give advanced notice, and try to reschedule for another time.

Helpful tips: Strive to determine what your strengths and weaknesses are. Ask your mentor for advice on how to format an effective resume. Attain strong networking and interpersonal skills.

What should I wear?

Dress to impress. Dress for success. Proper attire presents a great first-impression and depicts professionalism. Not only does attire matter, but remember that good hygiene is also important.

What to wear for men:

- Khakis/dress pants
- A tie
- Button-down or collared shirt
- Comfortable dress shoes

What to wear for women:

- Colored blouses
- Comfortable shoes (ie. flats, loafers, etc.)
- Khakis/dress pants, a modest skirt or a dress
- A cardigan

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What not to wear for men:

- A t-shirt
- Shorts
- Jeans
- Sandals or sneakers

What not to wear for women:

- A t-shirt or low-cut tops
- Jeans
- Very short skirts/dresses
- Shorts
- Open-toed shoes/sandals

What should I do once I am done mentoring?

- Write a thank you note to give your mentor. Email is fine, but handwritten is better. This is typically done after mentoring is finished.
- Ask for a letter of recommendation. This will be useful to have in the future!

Helpful tip: Think about your mentoring experience, and try to take note of any skills you learned or experiences you enjoyed. These may be helpful to you in the future, especially for medical school applications, personal statements and cover letters.

For how long am I able to mentee for?

- Figure out a time frame that fits both you and your mentor's schedule. Determine what you want to get out of this mentorship, and what goals you have. Many mentorships will last for years, so make sure to keep constant communication with your mentor to ensure the best relationship.

MENTOR

Expectations while mentoring:

- Meet in person or communicate regularly with your mentee to review their progress and help them work toward their set or new goals. Explain to them your own goals and what you hope to expect out of this relationship as well.
- Introduce you mentee to useful reading material, other professionals, and meetings/talks/workshops. Make sure your mentee is comfortable when meeting any new individuals.
- Determine what information is important to keep confidential, and make sure to let your mentee know.
- Be flexible. Make yourself available to your mentee, and communicate the times when you will be busy.
- Respond to your mentee in a timely fashion.
- Address your mentee's concerns. Figure out ways to resolve or suppress any issues or concerns.
- Be kind and respectful towards your mentee. Strive to provide a positive learning environment!
- Be organized and well-prepared. You are setting an example for your mentee, they are looking up to you.
- Make sure to sustain great communication between you and your mentee. Communication is everything.

For how long am I able to mentor for?

- Talk to your mentee and see what they are trying to get out of this mentoring experience. Many mentorships last years, but you have the freedom to decide what works best for you as well as your mentee.

*Ideas adapted from Live Career's "Job Shadowing Tips Checklist For Teens, Students" [website](#), the AAMC's "Shadowing A Doctor" [website](#), and MHDl's [Mentoring Agreement](#).