

## Mentoring Checklist & Netiquette

The purpose of this checklist is to suggest parameters and a foundation for your mentoring relationship.

- Goals** (please go into the AlumNode mentoring section and define what you hope to achieve as a result of this mentoring relationship)
- Duration** (please go into the AlumNode mentoring section and select a date when your relationship should end)
- Meeting Schedule** (frequency of meetings)
- Milestones** (steps to achieving the goals stated above)
- Meeting Frequency** (frequency, duration, and location of meetings)
- Check-In Form** (we will provide you with a questionnaire to keep an overview of the status of your mentoring relationship)
- Progress Monitoring** (keep track of what you talk about and achieve in your mentorship, e.g. write regular summaries)
- Confidentiality** (all topics and issues that are discussed will be held in the strictest of confidence. Define topics/issues that are off limits for discussion, if any)
- Termination Clause** (in the event that either party seeks to end the mentoring relationship, this decision will be honored without question or blame)

## Do's and Don'ts for Mentors

### DO

1. Respect your Mentee's time as much as your own
2. Be explicit about your own needs and limits (e.g., when and how you are to be contacted)
3. Keep the relationship on a professional basis
4. Encourage and motivate (help mentees to consistently move beyond their comfort zone)
5. Criticize constructively
6. Recognize and work through conflicts in a respectful way
7. Contact the AlumNode team any time you feel the need via [contact@alumnode.org](mailto:contact@alumnode.org)

### DON'T

1. Don't assume your advice will be followed one-to-one
2. Don't take your mentee for granted or assume that they don't need positive reinforcement
3. Don't do what the Mentee should be doing themselves
4. Don't end the relationship on a sour note

## Do's and Don'ts for Mentees

### DO

- 1.** Your development is your responsibility - not your Mentor's
- 2.** It's up to you to identify objectives as well as keep the relationship focused and moving forward
- 3.** Be specific when asking for advice on your skill set, ideas, plans and goals (the more specific you are, the easier it will be for your mentor to respond)
- 4.** Be open and ask for feedback
- 5.** Be considerate of your Mentor's schedule - Respect their time and respond to emails promptly
- 6.** Take your mentoring relationship seriously
- 7.** Contact the AlumNode team any time you feel the need via [contact@alumnode.org](mailto:contact@alumnode.org)

### DON'T

- 1.** Don't take the mentoring relationship as a recruitment device or job placement program - Please do not ask your Mentor to provide you with a job or position
- 2.** Don't stay in your comfort zone: be open to new learning experiences
- 3.** Don't end the mentoring relationship on a sour note