

## ***Project Excel*** **Steps for Success:** Mentees

- **Take initiative!**
  - We recommend that mentees make the first move in reaching out to their mentors.
  
- **Don't be a passive participant, develop a plan of action.**
  - Engage in self-reflection before meeting with your mentor.
    - Review your strengths and weaknesses, evaluate your career goals, assess professional interests, and consider your needs.
  - If you have an upcoming interview (or hope to have one), plans to attend a chapter or industry event, or are looking for a career change within the industry, let your mentor know so that you can plan your meetings accordingly.
  
- **Create an agenda to help focus your meetings.**
  - Don't overthink this, keep it simple. Review the discussion of you last meeting, move on to the focus of the current meeting, then discuss and plan for the next.
  
- **Be available, take this time to invest in yourself.**
  - This program is designed to help you grow professionally and personally through real-world experience and real-time guidance. Immerse yourself, be available, be honest.

## You've been paired up, now what?

### Mentee

#### Quick Tips:

- Reach out to your mentor to introduce yourself and find a mutually convenient time to meet.
  - Create an agenda.
  - Review your mentor's resume to learn a bit more about their professional background before your meeting.
  - Set the date and time of your next meeting before ending your first!
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#### Potential Topics and Questions for Your First Meeting (depending on your stage in career):

- Get to know your mentor.
    - What exactly is it they do? Do they have a specialty? Did they go to school? If so, was it with a goal to be where they are now?
  - What do they like best about what they do now?
  - What makes a young professional stand out to them?
  - Has your mentor ever made a substantial career shift? What prompted it? Where there any unexpected benefits or downsides?
  - Does your mentor ever lead educational sessions or do any public speaking?
  - Is your mentor involved with their local chapter or any other professional organizations?
  - Has your mentor ever participated in a mentorship program before?
  - Is there anything about their personal life that they would like to share? Kids? Pets?
  - Be honest about what you hope to gain from this partnership.
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