



BBHSRM Human Resources Mentoring Program Guidelines to Build a Mentor/Mentee Relationship

Phone contact:

- Mentor calls mentee to arrange initial meeting and to discuss scheduling.
- Mentee calls mentor to arrange joint attendance at chapter meetings.
- Mentee calls mentor as needed, for advice on HR-related goals and career direction.
- Mentor/Mentee arrange at least one meeting per month (virtual/telephonic/in-person)

Getting started:

Mentee: - Explain why you are interested in the HR profession.
- Discuss your perceptions and expectations of the mentoring program.
- Ask thoughtful questions.
- Plan future meetings and contacts that are meaningful and helpful.

Mentor: -Discuss your current job responsibilities.
- Explain how you got into the profession.
- Discuss the necessary personal, professional and academic preparation needed for a meaningful HR career.
- Share your feelings about the importance of networking and continued professional development.

What to Do and Not Do to Build A Valuable Mentor/Mentee Relationship:

Do clarify and establish goals you will be working on during the Mentoring program.
Don't set unrealistic goals that are difficult to achieve and measure.

Do decide where meetings will be held and allow sufficient time.
Don't hold meetings where distractions are likely.

Do keep the tone positive and emphasize your intention to be supportive.
Don't evaluate, pre-judge or cast blame.

Do ask questions to gain more information and ensure understanding.
Don't be afraid to ask clarifying questions if the conversation is confusing or losing direction.

Do create action items to be achieved by each meeting that support desired outcomes.
Don't create unrealistic action items that you know you won't complete.

Do review action items and evaluate what worked and what didn't.
Don't forget to follow-up on the action item(s) your mentee committed to.

Do be willing to give and receive positive and negative feedback.
Don't be vague and inconsistent with giving feedback.

Do build on past achievements and give encouragement and praise.
Don't avoid asking what can be learned from past mistakes to problem solve obstacles.

Do listen actively and mirror your understanding by repeating/paraphrasing what your mentor has said.
Don't interrupt except to clarify points or statements your mentor has made.

Do challenge what is being said and ask how it is relevant to established goals.
Don't miss opportunities to pinpoint achievable goals.

Do enjoy watching the mentor/mentee relationship achieve great things!