

Mentorship Program

Roles and Expectations

Mentor

Mentoring is an active partnership between committed employees to foster professional growth and career development. In order for the mentoring program to be successful, mentors and mentees must be active and committed participants.

The specific responsibilities of the mentors in the mentor/mentee relationship are to:

- Establish mentoring agreements that outline the terms of the relationship
- Communicate with mentees regularly, as established by the mentoring agreement
- Assist mentees to establish an Individual Development Plan (IDP)
- Provide advice, coaching, and/or feedback to mentees on a regular basis
- Maintain confidentiality within mentoring relationships
- Be objective when sharing your perspective
- Provide access to your networks and exposure to your business

Mentee

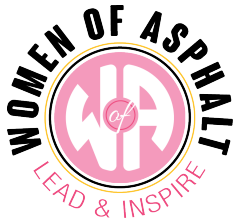
The most successful mentees are those who are motivated and feel empowered to plan and manage the direction of their professional life. They take responsibility for their development, learning, and professional growth. Further, they come to the mentor/mentee relationship open to coaching, feedback, and guidance from the mentor.

The specific responsibilities of the mentee in the mentor/mentee relationship are to:

- Initiate and communicate expectations regarding the mentoring relationship
- Establish the mentoring agreement that outlines the terms of the relationship
- Collaborate with the mentor to identify competency strengths and weaknesses
- Meet with the mentor on a regular basis (i.e., monthly) or as established by the mentoring agreement
- Participate as an active listener when receiving feedback
- Establish an Individual Development Plan (IDP)
- Maintain confidentiality within the mentoring relationship

Below are some examples of expectations held by real life mentors and mentee. How are these expectations similar or different from your own?

Mentoring, educating, advocating, and encouraging women to seek careers in the asphalt industry.



Mentorship Program

As a mentor, I would like my mentee to...	As a mentee, I would like my mentor to...
<ul style="list-style-type: none"> • Drive the relationship • Establish clear priorities on what they want to achieve • Seek value from the relationship and put in the effort • Bring their energy • Go beyond just using me as a sounding board • Share information and contacts from their daily world • See this as an opportunity to build a stronger network 	<ul style="list-style-type: none"> • Give me exposure to their organization and access to their network • Have conversations about development opportunities and career moves • Share insights into their role • Share knowledge, skills, and experience with me • Provide a different perspective • Take an honest, open and direct approach • Act as a sounding board for my ideas • Provide useful feedback on my ideas • Be supportive

Once you have discussed your assumptions about roles in the mentoring relationship, **put it in writing!** Clearly identify the mentor's role and the mentee's role on your mentoring agreement.

There are some things mentors and mentee just DON'T DO for each other...

- Evaluate job performance
- Conduct performance reviews
- Get each other a promotion or salary increase
- Talk to the other person's boss on their behalf