

SRJC MENTOR-MENTEE SUGGESTIONS

Mentors: *Tips for being an effective mentor*

- Be proactive in reaching out to your mentee.
- Qualities that make successful mentoring relations include:
 - Kindness, compassion, humor
 - Guidance, collegiality
 - Open-mindedness and avoiding negativity about the college and its employees
 - Active listening
 - Respect for privacy and confidentiality
 - Providing support without rescuing
 - Being flexible and accessible

Mentees: *Tips for being an effective mentee:*

- Schedule time to develop an effective, professional relationship with your mentor and other colleagues
- Respect the privacy/confidentiality of your mentor.
- Ask for what you need.
- Jot down questions throughout the month leading up to the meeting to ask your mentor.

Resources on mentoring:

- [*Faculty mentorship Guidelines*](#), College of Education, Missouri State University, 17 Jan. 2018.
- [*A Guide to Mentoring Faculty*](#), by Cicily Tubb-Warbington.
- [*A Checklist for the Development of Faculty Mentorship Programs*](#) Anandi V. Law, et al, American Journal of Pharmaceutical Education, June 2014.

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