MULTNOMAH
ALUMNI CAREER MENTORING

BUILDING THE MENTORING RELATIONSHIP: Suggestions for Mentors

Following are a few guidelines based on feedback we have received from our mentors that we hope will help you in creating a productive relationship with your student.

Set Goals with your Student

- Setting goals with your student at the **beginning of the relationship** is critical because it gives you direction to the relationship and informs you in how to best help the student. See **Goal Setting** worksheet for more help.

Set Expectations with your Student

- **Stick** to the decision you made with your student on how and when you will communicate with each other…renegotiate as needed.
- If the student is **unresponsive** at any point in the relationship, initiate contact. Some students will be overwhelmed by how much they are doing and forget to contact you.
- If your student does not respond to you after multiple attempts, please contact Career Services at careerservices@multnomah.edu

Get to Know your Student

- Ask **thoughtful** questions about the student's interests, experiences and background.
- Be an **active listener** by feeding back what the student says, avoiding interruptions and show your interest in your voice and posture.

Offer Options Versus Solutions

- **Avoid** giving quick solutions. Ask the student what he/she is thinking and help him/her process his/her own ideas.
- **Make suggestions** of things the student might try, for example, "Have you looked into…" or "Something that I found helpful when I was at MU or right after I graduated…" versus "You should…" or "You need to…"

Share Your Story

- Telling your student **about yourself** and your experiences builds trust and rapport.
- Think about how you have learned from your **mistakes** and how your student can also learn from them.
- Share your **lessons learned** during college and in the workplace with your student.

Be a Coach!

- Remember, students have much to learn from a **professional like you** – everything from how to dress to being on time.
- Don't hesitate to **give your mentee feedback** if he/she is not acting in a professional manner – it could make a huge difference for his/her first interview, job and other life experiences.

Source: Stanford University Alumni Association, 2011 Mentor Handbook