

HOW TO BE AN AWESOME MENTEE: A CHECKLIST

At Mentorloop we encourage all mentees to make it as easy as possible for their mentors.

Ready to build a great mentorship? Let's go.

If you haven't already:

- Check out your mentor's digital footprint.
Are they on Twitter or LinkedIn? Do they have a blog?
- Send through a quick bio or intro via Mentorloop chat.
Just a bit of info on your career, where you want to go, and how they can help you get there.
- Consider your goals for this mentorship.
Your mentor will likely ask you "what do you want to achieve here?" It's good to have an answer.
- Help them help you.
Your mentor is there for support. But do them a favour and consider how they might help you.
- Who, what, when, where, how...
How often do you want to touch base? Will it be a Skype call or at the local cafe?

During your meetings:

- Eyes on the road, hands on the wheel - you're responsible to drive this relationship.
Let your mentor know you'll be tracking success with goals and actionable outcomes - and do it!
- Present your goals in a clearly articulated fashion.
Set some realistic timelines and be prepared to discuss the challenges you expect to encounter.
- Seek feedback.
Check in with your mentor to see if anything could make the time more valuable for them.
- Pick up the tab. (Or split it!)
Meeting virtually, send a thank-you email afterwards. Meeting in person? Should the coffee.

After the first meeting:

- Follow up with a summary email.
Include your meeting notes and actions, share your availability for the next meet-up, and send them a LinkedIn invite.
- Sunrise, sunset.
At the last meeting, reflect on your accomplishments and share your next steps. Ask your mentor if there's any way you could be a better mentee for your next mentor.
- Be grateful and pay it back.
At the conclusion of each meeting thank them for their time and don't forget to ask them if there is anything you can help them with. The best mentoring relationships are reciprocal.