Guidelines and Tips for a Successful Mentor-Mentee Relationship

An effective mentorship can be a great source of useful information, ranging from cultural norms to local business practices, and a potentially life-changing opportunity to establish a mutually beneficial relationship aimed at the mentee’s personal and professional development while also providing a great way for UT alumni to contribute to their fellow Longhorn’s success and stay connected to and involved with the University.

A mentor-mentee relationship, simply put, is what you make it.

UT Austin Study Abroad wants nothing more than the success and satisfaction of our many program participants and the continued success of and valued connection with our UT Alumni living and working abroad. As such, below you will find some useful guidelines and tips on how to engage in an effective and successful mentor-mentee relationship.

Prior to Meeting (Your mentee should initiate these steps) -

- Write a brief introductory email to help you get to know your mentee.
- Indicate the method(s) of communication you are most comfortable with and accessible by (e.g., Email, telephone, Facebook, LinkedIn, etc.).
- Plan your first meeting in the emails that follow to avoid time conflicts later on.

Potential Activities –

- Meet up at a local café or restaurant to enhance your mentee’s cultural immersion.
- When and if appropriate, you could invite the mentee to participate in cultural events.
- Discuss current events that apply to the specific field of interest or have local significance.
- Set up a “Shadow Day” to enable your mentee to observe you in your workplace.

In General -

- Help your mentee set realistic expectations for the mentorship. For example, if you know you will be unavailable for any reason, let your mentee know.
- When appropriate, respond to your mentee’s questions and provide advice and guidance.
- Tell stories about how you got to where you are; the mentee could learn a great deal from you.
- Share your ideas and discuss real life projects or experiences, when appropriate.
- If you have resources you think the mentee could benefit from, if you can, share them.
- Stay connected with your mentee through social networking or other forms of communication.