Common Expectations for Mentors

Checklist of Functional Expectations for Mentors:

• **Role modeling of appropriate professional attitudes, values and behaviors, such as:**
  - How to develop and maintain a professional network
  - How to negotiate a difficult conversation with a colleague

• **Providing advice for:**
  - Strategies for handling difficult work situations
  - The merits of serving on particular committees
  - Finding and securing resources
  - Suggestions for balancing "work and life"

• **Reviewing work and career progress by:**
  - Reviewing goals, plans, and performance reviews

• **Advocating for the mentee's success by:**
  - Showcasing mentee's work/accomplishments
  - Recognizing talents
  - Providing opportunities for participation in professional activities
  - Providing access to key people and resources

• **Offering encouragement by:**
  - Demonstrating enthusiasm and confidence in the mentee's successful future
  - Conveying positive regard
  - Serving as a sounding board
  - Providing a forum in which the mentee is encouraged to talk openly about anxieties and fears
  - Providing moral and emotional support
  - Giving positive feedback

• **Keep confidences.**
  - Keep the content of your discussions within the relationship confidential. All exchanges, both personal and professional, are subject to the expectations of professional confidentiality.