SPS Guided Mentor Match Pilot Program

Program Roles and Expectations

**All program participants are expected to:**

- Be committed to the mentorship program and dedicate a minimum total of six hours (one hour per month) between March 2022 – August 2022 to engage in one-on-one mentorship activities
- Develop a strong mentorship relationship
- Be respectful and professional in all communications and interactions
- Establish clear lines of communications and respond promptly
- Maintain mutual respect, honesty, and receptiveness to learning
- Maintain confidentiality in any personal information shared

**Specific Mentee Responsibilities:**

- Identify and communicate the skills, knowledge, and/or goals you want to achieve
- Take initiative to outline the expectations of the mentorship relationship, including developing and maintaining a meeting schedule and action plan
- Be open and responsive to new ideas and ways of thinking, feedback, constructive criticism, and coaching from Mentor
- Listen to Mentor’s feedback and suggestions, evaluate the advice and guidance, and take action

**Specific Mentor Responsibilities:**

- Act as confidante, supporter, advocate, and/or guide to Mentee
- Set a professional tone and ensure a safe and supportive environment
- Ask questions and engage in active listening with Mentee
- Challenge Mentee to move beyond their comfort zone and engage in new modes of thinking and/or problem-solving
- Facilitate Mentee’s professional/personal development, goal achievement, and career growth by sharing resources and information, professional networks, individual experiences, and general feedback