



Emerging Professionals  
and College Relations  
Committee

## Mentor Expectations

### Overview

A mentor is an experienced person who facilitates the development of another by sharing resources, expertise, values, skills, perspectives, attitudes and proficiencies. Mentoring provides the opportunity for the experienced party to further enhance his/her knowledge by continuously reassessing and building upon the area. This relationship is based on accountability to one another, respectful and confidential communication, and the free sharing of thoughts, opinions, ideas, experiences, techniques and learning.

### Essential Expectations

- Have a need and strong desire for mentoring that will contribute to a development goal(s).
- Proactively build and sustain rapport and relationships
- Demonstrate commitment to enhancing their professional development by actively participating in the mentoring relationship
- Be receptive as the mentee owns and leads their mentoring relationship with their mentor
- Be available for scheduled meetings with their mentor during six month period (i.e. once a month)
- Prepare for mutual value added mentor-mentee discussions, including sharing your own expertise and experiences.
- Be prepared to provide feedback to mentee for continued development
- Encourage and advise mentee.

### Requirements

- Must be an active member of CISHRM.
- Actively participate and support local chapter events.
- Currently serve in an HR role.
- Develop a Mentoring Agreement that is reasonable for both parties and includes:
  - Predetermined dates and times of monthly sessions, including length of session
  - Means of communication between sessions
  - Professional appearance expectations
  - Goal setting & establish development activities
  - Predetermined dates and times of monthly sessions
- Complete monthly surveys to provide feedback to Committee on the value, as well as a testimonial at the conclusion of the program.

### **Benefits for Mentors**

- Provided opportunity to learn new skills through learning connections and interactions with mentee.
- Foster open communication and dialogue across the HR community
- Facilitate the exchange of knowledge and experiences between mentees and mentors
- Contribute to the professional development and create a network of high potential professionals to interact and collaborate with those who share the aspiration to progress into future HR leadership roles.
- Personal fulfillment to give something back to the profession and Chapter.
- Opportunity to prove yourself as a valuable leader.
- Obtain a fresh perspective on a subject.
- Enhance credibility in your field and organization.