

TIPS FOR MATCHING MENTORS & MENTEES

WHAT MAKES A GOOD MENTOR?

- Teaching and advising are a mentor's role. This can be done formally or informally. A formal situation involves a regular meeting time and written goals and objectives. An informal situation involves teaching "in the moment." A mentor must be flexible and willing and able to identify each of these types of teaching opportunities.
- Willing to share their expertise and wisdom—not an "information-hoarder."
- Confidentiality—both parties need to feel confident that discussions remain private.
- Being open-minded and respectful of others.

WHAT MAKES A GOOD MENTEE?

- Learning and growing are the mentee's role. However, this relationship can and should be reciprocal. A good mentee should also be willing and able to share their expertise in areas their mentor may not be as knowledgeable in, such a new technology and trending industry issues.
- Confidentiality—both parties need to feel confident that discussions remain private.
- Being open-minded to receiving direction and instruction and be respectful of their mentor.

THE RELATIONSHIP

The relationship between the mentor and his or her mentee is a professional one, not necessarily a personal one. This is particularly important for the new mentee to understand so that you manage the expectations of a new mentee. A successful mentoring relationship is mentee-driven and mentor-guided.

IDENTIFY OBJECTIVES AND GOALS

Identifying the specific objectives and goals of the mentee will clarify the role of the mentor and will make it easier to measure the success of the relationship. As with most relationships, a mentoring relationship will typically have an end goal in mind. What is it that the pair should accomplish during their time together? Pair mentoring expertise with mentee needs. The focus area may be "leadership." But leadership is a very broad term. Break it down further than this. What specific type of leadership? Leading a task force? You want to be specific so you can enhance the match.

MATCH APPROPRIATE CAREER LEVELS

Make sure you match mentees with mentors at (at least) the next logical career level. If you match mentees with mentors at the same career level, it can be somewhat redundant, because the mentor will not have the experience to support the mentee with their next logical career path. If the mentee's goal is leadership development, include in your consideration the potential mentor's skill and competencies required to be a great leader.

GET ORGANIZED

How will you go about getting the mentee's goals and the mentor's expertise matched at the right level? Have a plan. We recommend a spreadsheet software such as Excel or Smartsheet to collect, organize and sort data received from your mentor and mentee applications.

THE MATCHING PROCESS

How are you going to match mentors with mentees? The mentee could pick their own mentor (based on all currently available mentoring candidates – or based on a few you have selected for them specifically according to their goals/needs), or they can be assigned a mentor based on your choice. Statistics show that mentees that pick their own mentor tend to have more successful outcomes – that the greater the involvement of the mentee in the selection of their mentor, the better the outcome of the mentorship. This not only makes for more successful mentorships, it also makes managing a mentoring program simpler. Mentees can simply review mentor applications and discuss their preference with the Regional Membership Director or RVP.

CHALLENGES IN THE MATCHING PROCESS

There is potential for a few flaws if not properly forecasted in the planning phase. For instance, what if you don't have enough mentors? What if the mentee is dissatisfied and not receiving the proper help they need? What if the mentor is not responsive, or leaves the organization? Don't worry, there are plenty of ways around these minor obstacles. Your Regional Membership Director, RVP or the Mentoring Task Force are available to help.

AFTER THE MATCH

There needs to be a way of ensuring the mentor and mentee are receiving all the help and resources they need. Our goal is that both parties know their role in the relationship. You wouldn't recruit an employee without a job role, so why not as a mentor or mentee? A good mentoring relationship is mentee-driven and mentor-guided. Don't assume each member of the relationship knows this already. Follow up with each mentor and mentee to ensure they have familiarized themselves with the Mentor and Mentee Toolkits available to them, as well as all of the additional resources IAIP offers.

COMPATIBILITY

Will these two people be able to work/communicate together? It's important to create compatible matches. It is very important to consider personality preferences and traits to ensure compatibility between pairs.

MEASURE YOUR SUCCESS

Ask your mentors and mentees to rate how well mentoring helped them become assimilated to IAIP, achieve their goals, and help solve problems using the IAIP Mentoring Evaluation forms found in the Mentoring Toolkit. Track and compare evaluations.