

Mentee Roles & Responsibilities

- A mentee is advised, trained or counseling by a mentor.
- **Qualifications:**
 - Must be a current PRONA member
 - Ability to communicate verbally and in writing
- **Time Commitment:**
 - 1-year commitment with monthly meetings
 - May vary depending on individual needs
- **Core skills:**
 - Active listening
 - Identify goals and assess current reality
 - Building trust
 - Encouraging
 - Show initiative
 - Show openness, embrace change and consider new ideas
 - Find a mentor with whom she/he is comfortable with and feels confident
 - Learns quickly
 - Apply the knowledge and skills presented to you, and communicate with your mentor in how you succeeded in doing so.
 - Observe carefully and learn from the modeled actions of mentors and others.
 - Study materials related to your designated areas of development given to you by mentors and others.
 - Integrate new knowledge into a conceptual framework to ease problem solving.
 - Receive feedback non-defensively. If the mentee disagrees with the mentor, or feels that the mentor has a misperception, it needs to be discussed.
 - Follow through
 - Self-reflection
 - Prepare for the termination of the mentoring relationship
 - Leave the relationship on friendly terms
- **Responsibility to:**
 - Assume a proactive role.
 - Make the initial contact with the mentor and initiate the process for making appointments with the mentor.
 - Commit to being on time for appointments or for renegotiating days and times as needed.
 - Present professional behavior.



- Communicate his/her goals and aspirations to the mentor.
- Maintain a positive attitude.
- Respect the mentor and the mentor's time.
- Balance the personal and professional acquaintance with your mentor.
- Follow through on the suggestions and advice of the mentor.
- Complete program evaluation form and self-assessments.