



MENTORING TIPS FOR APPRENTICES

Following is some advice on how to make your mentoring search and experience more meaningful:

Think About What You Want. Think carefully about what you want out of the mentorship, what kind of mentor you'd like and the questions you'd like answered. That way, you can search for mentors who better match your interests. The more you know your own goals, the more your mentor can help you.

Long Distance Relationships? Think carefully about what kind of interactions you'd like with your mentor. For example, if you're set on having in-person meetings with your mentor, try to request a mentor who is in your area. Skype is a great tool to connect with a long-distance mentor.

Don't Get Discouraged! Sometimes it may take several requests before you get a mentor match. If a mentor does not accept your request it is most often because the mentor realizes that they are too busy, or they feel it wouldn't be a good match.

Don't Delay. Once you get a mentor match, try to contact your mentor within two days of getting matched. Keep on top of things.

Establish Expectations. When you make contact with your mentor for the first time, take some time to establish expectations of how you'd like your relationship to be. For example, do you want more personal advice vs. more career advice/professional advice, will you meet once a week vs. once a month, will you meet in person, over the phone, or Zoom/Skype.

Be Proactive. If your mentor hasn't responded to you in a while, don't be shy about emailing or calling them again. They may have just gotten busy or missed your email. Remember, your mentor signed up for the program because of their interest in mentoring. If you don't hear after several attempts, contact the program staff at: mentoringacda@acda.org.

Make It Personal. Be sure to get to know your mentor on a personal level. While a mentor can be an excellent career resource, you can learn a lot from their personal story as well.

Keep It Consistent. Even if you can't make contact with your mentor very often, try to keep it consistent (i.e., email them every couple of weeks). If there are long periods of time between your interactions, it may be easy to let the mentorship die altogether, so try not to let that happen.

Thank Your Mentor. The ACDA Mentoring Program sessions run for approximately six months. At the end of that time, you and your mentor are formally "released." A simple thank you from you is one way to say good-bye. You and your mentor may also decide to continue your mentoring relationship on an informal basis. We encourage that continuation if you wish it, and if your mentor is in agreement.

Adapted with permission from the Stanford Alumni Mentoring Program, Career Development Center, Stanford University.



Let Us Help! If you ever get stuck trying to get a mentor or making contact, contact the ACDA program team for advice and help. We're a resource for every aspect of building a relationship with your mentor. Contact us at: mentoringacda@acda.org.