

BE A GREAT MENTEE

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Respect your mentor's time and effort

Mentors are established professionals who want to help newcomers to their industry or the workplace in general. Remember that your mentor is helping you on a voluntary basis. Respect his or her time and maintain healthy boundaries as you go along.



Be open to feedback

Stay open to learning. The best mentors are the ones who remind you of your strengths and shortcomings, offer advice, and encourage you to get out of your comfort zone.

Express your gratitude and offer to help

Remember to show your appreciation to your mentor and provide assistance whenever you can. With a good mentor-mentee dynamic, reverse mentoring can also take place where you may provide new ideas, creativity and opportunities of collaboration for your mentor.



Take charge of your learning

At the start, do let your mentor know about your learning goals once you have set your mind on them. You need to decide which skills you want to develop, take the initiative to set up appointments, put in the hard work and track your progress.



Set expectations and be prepared

Once you have found a mentor, discuss how often your meetings and correspondences would be, what you should prepare in advance, and if there are any confidentiality parameters. Respond promptly to your mentor always and be ready to ask good questions.

