



## **SHRM HR L.E.A.D Mentoring Program**

A mentee is a person who receives advice, training, or guidance from a more experienced or skilled mentor. The mentee seeks intellectual guidance and wisdom, not merely academic advice related to his or her chosen field of work.

### **Responsibilities**

- Prepare a list of your career goals and objectives to share with mentor
- Be willing to step outside of your comfort zone and try new things
- Complete progress reports and regularly re-assess needs
- Be proactive in requesting feedback
- Participate in regular meetings and communication with mentor
- Keep a record of your development and progress
- Listen to your mentor's comments carefully and be open to different perspectives
- Be a partner. The mentor/mentee relationship is a partnership
- Work with your mentor to seek resources for learning
- Maintain the confidentiality of the relationship

### **Time Commitment**

- Attend SHRM-LI initial meeting with your mentor
- Meet with your mentor as outlined by the program. The expectation is that meetings will occur at least once a month for a six-month period
- Participate in kickoff meeting and End of Program Gala
- Attend at least one networking event with mentor

### **Competencies**

- Willing listener and active participant
- Possessed of an innate appreciation for other people
- Driven to succeed and learn
- Flexible and willing to try new approaches
- Curious and engaged